



# HANDBOOK

of the

United Daughters of the Confederacy

First Edition — Compiled 1959

Memorial Building  
Headquarters - Library - Museum  
328 NORTH BOULEVARD  
RICHMOND 20, VIRGINIA

**HANDBOOK**  
of the  
**UNITED DAUGHTERS OF THE CONFEDERACY**

**First Edition — Compiled 1959**

**Price .50**

**Memorial Building Headquarters  
328 North Boulevard  
Richmond 20, Virginia**

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# Part I

## General Organization

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The General Organization, United Daughters of the Confederacy, was founded at Nashville, Tennessee, September 10, 1894, by Mrs. Caroline Meriwether Goodlett of Tennessee as Founder, and Mrs. L. H. Raines of Georgia as Co-Founder.

## OBJECTS OF THE ORGANIZATION

The OBJECTS of the United Daughters of the Confederacy shall be Historical, Educational, Benevolent, Memorial and Social — to honor the memory of those who served and those who fell in the service of the Confederate States; to protect, preserve, and mark the places made historic by Confederate valor; to collect and preserve the material for a truthful history of the War Between The States; to record the part taken by Southern women in patient endurance of hardship and patriotic devotion during the struggle, as in untiring efforts after the war during the reconstruction of the South; to fulfill the sacred duty of benevolence toward the survivors and toward those dependent upon them; to assist descendants of worthy Confederates in securing proper education and to cherish the ties of friendship among the members of the Organization.

## ELIGIBILITY FOR MEMBERSHIP

Those ELIGIBLE for membership are women not less than 16 years of age who are lineal or collateral descendants of men and women who served honorably in the Army, Navy, or Civil Service of the Confederate States of America, or gave material aid to the cause; and women who are lineal descendants of members or former members of the organization, provided the applicant is personally acceptable to the organization.

PROOF OF ELIGIBILITY may be obtained from the following sources:

Chapter or Division Registrars.

U. D. C. Business Office—Records from registered applications and from Veterans' Files.

State Departments of Archives and History, Confederate Records and Pensions.

State Historical Societies.

General Services Administration, National Archives and Records Service, Washington, D. C.

Certified copy of an application for membership signed by two Confederate Veterans.

An authoritative publication. Give name of author, volume and page number, year of publication, location of library.

Certified data from tombstone. Give location, and enclose photograph if possible.

Certified copy of Confederate ancestor's pension application.

Certified records from Confederate Veterans' Camps and Sons of Confederate Veterans' Camps.

Certified copy of ancestor's Cross of Honor application.

(Applicant must furnish certified proof of her relation to Veteran.)

## HOW TO BECOME A MEMBER REQUIREMENTS OF GENERAL

ADMISSION TO MEMBERSHIP shall be through a chapter.

An applicant for MEMBERSHIP shall be endorsed by two members of a chapter in good standing to whom the applicant is personally known. She shall be accepted for membership as prescribed in the chapter by-laws and shall be sent application blanks in triplicate.

The applicant shall fill out three U. D. C. application blanks, giving full name of Confederate ancestor or relative with authentic proof of his service and have papers notarized with seal.

The completed applications shall be returned to chapter registrar, accompanied by the required fees and dues, and after being properly signed and dated by chapter officers, shall be sent to the Registrar-General through the Division Registrar.

If the application is approved, the member shall be registered; one copy of application being filed in the Business Office, and two copies returned to Division Registrar who shall file one copy and return one copy to the Chapter Registrar. This shall constitute notice of enrollment.

In chapters where there is no Division, the chapter registrar shall send papers, fees and dues to the Registrar-General.

A member admitted on or after September 1, shall be credited for the next succeeding Calendar year.

**REFUNDS.** If applications are not approved, all fees and dues shall be returned to the applicant, with the exception of \$1.00 to cover costs of mailing. (Chapters may reimburse applicant in full.)

**CERTIFICATES.** Each registered member shall be entitled to a Certificate of Membership, duly attested by the President-General and Registrar-General, to which shall be attached the Seal of the United Daughters of the Confederacy.

Signatures on all certificates shall be of those holding office on the date of acceptance of the applicant into membership.

Certificates shall be forwarded from the Business Office to Division Presidents for signature, thence to Chapter Presidents, before presentation to the member.

**FEES AND DUES TO THE GENERAL ORGANIZATION FOR A NEW MEMBER** shall be \$5.00, to include: Initiation, \$2.50; Certificate, \$1.00; General dues, \$1.50.

**FEES AND DUES FROM TRANSFERS FROM THE CHILDREN OF THE CONFEDERACY** shall be \$2.50 to include: Certificate, \$1.00; General dues, \$1.50.

## REINSTATEMENTS

A. A member having resigned in good standing from an active chapter may be reinstated by paying the current year's dues, provided the resignation was reported to the Treasurer-General.

B. Member dropped for non-payment of dues may be reinstated upon payment of one year's back dues, the current year's dues, plus a reinstatement fee.

**MEMBERS OF INACTIVE CHAPTERS.** When a chapter becomes inactive, members in good standing may be transferred to an active chapter upon request to the Division Registrar.

**MEMBERS OF DISBANDING CHAPTERS.** When a chapter disbands, members in good standing may transfer to an active chapter, transfers to be marked "Chapter Disbanding," upon request to Division Registrar.

In chapters where there is no Division, the Business Office shall issue transfers to members of inactive and disbanding chapters.

## REINSTATEMENT FEES

A. A member who has resigned in good standing may be reinstated upon payment of current year's dues.

B. A member dropped for non-payment of dues may be reinstated upon payment of one year's back dues, the current year's dues plus a reinstatement fee of \$1.00.

*Note: A Chapter prescribes its own fees and dues.*

## CLASSIFICATION OF MEMBERS

**CLASSES OF MEMBERSHIP.** Members may be active, associate and honorary members of chapters.

A. **ACTIVE MEMBERS OF CHAPTERS.** Only active members of chapters shall have the privilege of voting, holding office, being elected delegates or alternates to Division or General Conventions, and be listed on the chapter roll sent to Division Treasurer or to Treasurer-General.

B. **ASSOCIATE MEMBERS OF CHAPTERS.** Only active members of chapters may become associate members of another chapter, paying associate dues as prescribed by the local chapter.

C. **HONORARY MEMBERS OF CHAPTERS.** Chapters may elect as many honorary members as they desire. These men or women may be those unable to prove eligibility for active

membership, or active members of other chapters who have assisted in organizing a new chapter, or who have done outstanding service in some way to the United Daughters of the Confederacy. Dues shall be prescribed by the chapter by-laws.

**HONORARY ASSOCIATE MEMBER OF GENERAL.** This title may be conferred upon a man or woman in recognition of valued service to the United Daughters of the Confederacy, or in recognition of distinguished service in the preservation of the truths of Confederate History. The number of Honorary Associate Members of General shall at no time exceed three.

Names of nominees for this honor shall be recommended by the Executive Committee to the Executive Board, and a summary of nominee's service and qualifications for this high honor shall be presented to the Convention before vote by the assembly.

#### ORGANIZATION OF CHAPTERS AND DIVISIONS

THIS ORGANIZATION shall be made up of Chapters and Divisions, the latter to be designated by the state or province in which it is located. Divisions shall be composed of three or more chapters. The chapters shall be named for people, places or events associated with the Confederate States of America. A newly organized chapter shall not take the same name as another within the same state or province.

**HOW TO ORGANIZE A CHAPTER IN A DIVISION.** A chapter may be organized by seven or more eligible women residing in a city, town, county or place in a state or province, providing that the active officers and/or seven members are residents of the same section and that at least seven members are new by application. (A division may define "section" according to need.)

Application for a charter shall be made through the Division President, submitting with the request satisfactory credentials of those wishing to become charter members. The Division President should request 8 charter application blanks from the Recording Secretary General and membership application blanks from the Business Office. These will be sent without charge.

Four charter application blanks signed by the applicants and four typed copies of charter blanks, names alphabetically arranged, shall be returned to the Division President, together with three copies of each application for membership, or transfer, and the necessary fees and dues.

The Division President shall send one signed and one typed copy of charter application to the Recording Secretary-General, and to the Division Registrar she shall send the membership ap-

lications and transfers marked "Charter Member", together with three signed and three typed charter applications and fees and dues.

The Division Registrar after recording same, shall send all papers and fees to the Registrar-General, except those fees intended for the Division.

**CHARTER FEE** for a chapter shall be \$5.00. Divisions may set such additional fee as may be desired.

**GENERAL FEES AND DUES FOR A NEW MEMBER** through a chapter shall be \$5.00, to include: Initiation, \$2.50; Certificate, \$1.00; General dues, \$1.50.

**FEES AND DUES FROM TRANSFERS FROM THE CHILDREN OF THE CONFEDERACY TO GENERAL** shall be \$2.50 to include: Certificate, \$1.00, General dues, \$1.50.

When the membership applications and transfers have been approved, the Registrar-General shall send a list of the names, alphabetically arranged, to the Recording Secretary-General who shall then issue the Charter, notifying the Registrar-General the chapter number. This number shall be placed on each charter application, membership application and transfer.

The Registrar-General shall then return to the Division President one signed charter application for the Division Charter Book. She shall return to the Division Registrar two copies of charter application and two copies of all membership applications and transfers.

The Division Registrar shall then forward one copy of charter application and one copy of each membership paper and transfer to the Chapter Registrar, filing the other copies.

**HOW TO ORGANIZE A CHAPTER IN A COUNTRY, STATE OR PROVINCE WHERE THERE IS NO DIVISION.** The same procedure shall be followed as outlined for Chapters In a Division with the following exceptions: Application for a charter shall be made to the President-General. Two copies of completed charter applications, membership papers and transfers shall be returned to the Chapter Registrar, these to be held in chapter until such time as a Division is organized. Chapters subsequently organized shall make application for a charter through the first chapter until a Division is organized.

**CHAPTERS MAY BE CHARTERED** between December 1st and September 20th.

**REFUNDS.** If membership applications are not approved, all fees and dues shall be returned to the applicant, with the ex-

ception of \$1.00 to cover cost of mailing. (a General fee). Chapters may reimburse the applicant in full.

A DEFUNCT CHAPTER may be reinstated upon payment of one year's back dues and the current year's dues on not less than seven registered members.

DUPLICATE CHARTER may be obtained by applying through the Division President to the Recording Secretary-General, accompanying the request with the regular charter fee of \$5.00.

**CHANGE OF NAME.** Application for this shall be made through the Division President to the Recording Secretary-General, accompanied by regular charter fee and a statement from the Executive Board of the chapter setting forth that the action was taken at a regular meeting of the chapter, that notice of intention to ask for a change of name and new charter had been given at the preceding meeting, and that seven persons had not voted against the proposal. Charter Fee, \$5.00.

**HOW TO ORGANIZE A DIVISION.** When three or more chapters shall have been organized in a state, province or country, it may be the duty of the senior chapter to call a convention at a designated time and place for the purpose of organizing a Division. Should the senior chapter fail to call such a convention within six months after the organization of the third chapter, each succeeding chapter in order of organization shall have the duty to make the call until a Division is organized.

When a Convention is called it shall provide for the following: adoption of by-laws not in conflict with the Articles of Incorporation and the by-laws of the General Organization; the election of Division Officers; and plans for the holding of an Annual Convention.

#### GENERAL OFFICERS

The officers of the General Organization shall perform the duties prescribed in this article, and such others as may be required by the Articles of Incorporation, the By-Laws of the General Organization, the General Convention, the Executive Committee, the Executive Board, or the parliamentary authority adopted by the General Convention.

Upon election to office, the General Officers should send a glossy print of themselves to the Magazine to be used when articles are printed. These articles should be business-like, factual and concise. (Refer to Magazine Rules in the Handbook).

All Officers' books shall close on September 20th except those of the Treasurer General which shall be closed by September 30th.

#### PRESIDENT GENERAL

The President General is the Chief executive officer of the General Organization, its official spokesman and representative in relation to other organizations and the public.

She presides at all meetings of the General Organization, of the Executive Committee and of the Executive Board, and exercises general supervision over all the activities and the welfare of the General Organization.

She annually appoints all committees to carry out the work of the General Organization.

She writes a monthly article for the Magazine, and such other articles deemed necessary for the information of members. Messages are prepared for various dedications and other publications. Circular letters to the entire organization are written periodically on matters arising between conventions.

Her correspondence is voluminous. Thousands of letters are written in connection with appointments, arrangements for conventions, official visits, activities of General Officers and Chairmen and the Business Office, and to many outside organizations requesting information.

Aside from attention to the multitudinous affairs within the organization, there is a vast correspondence with the organization's outside interests. This has been increasing steadily with the establishment in Richmond of the Headquarters, Museum and Library, and the 1961-65 Centennial observance. Often questions and problems arising require intensive research, study and consultations before the answers can be given.

Approval of programs and plans for the General Conventions are also her responsibility. For months in advance she works in close cooperation with Convention Chairmen for the successful operation of a convention.

Careful attention has to be given to all press releases, interviews, radio and TV appearances.

It is the duty of the President General to visit each Division officially during her term of office. Itineraries have to be arranged, travel schedules planned to cover miles and time arrivals for formal appearances.

Management of the Business Office with its great volume of work for the thousands of members, keeping it efficient, handling problems for smooth operation and immediate response to members' requests, management of the Memorial Building including Library, Museum and Grounds, many conferences in Richmond—all make for tremendous duties and responsibilities.

While she has the aid of committees, nevertheless, these

duties demand constant attention and many important decisions by the President General. Her daily schedule and address must always be on file in the Business Office.

It is her responsibility to carry such detailed duties as: signing charters and certificates of membership; issuing all orders on the treasury; countersigning checks, having bids secured and giving approval for purchases and work done at Memorial Building.

It is her responsibility to arrange for the purchase and presentation of the five Annual General Awards made to various academies and colleges. She also arranges for the placing of wreaths as designated in the Standing Rules.

She must give careful attention to: budget, financial statements, inventories and costs of supplies and equipment and other properties of all kinds; work closely with Finance Committee to see that all endowment and other funds are invested promptly and at best possible advantage.

Reports of the President General's activities are prepared for distribution to the members at General Convention. She also recommends projects for the organization's consideration and participation, thereby advancing the purposes and progress of the organization.

### FIRST VICE PRESIDENT GENERAL

The First Vice President General ranks next to the President General. The By-laws provide that in case of the inability of the President General to serve, the First Vice President General shall succeed to that office in event of resignation or death.

She shall be custodian of the official insignia, pins, bars, medals and ribbons, and shall issue same on requisition of Division First Vice Presidents or Chapter Vice Presidents where there is no Division. Order blanks are furnished by her to the Division First Vice Presidents for distribution to Chapters. (For prices see general minutes.)

It is her duty to renew the patent for the official insignia each 14 years dating from 1957.

The Handbook, also the Ritual booklet, shall be revised by the First Vice President General when either is deemed advisable and after approval for revision is given by the Finance Committee and Executive Board.

### SECOND VICE PRESIDENT GENERAL

Following General Convention, the Second Vice President General has published the annual Education Circular, including: Awarded Scholarships, Available Scholarships for the next school year, and Rules and Regulations Governing Awards and Loans.

The Circulars are distributed to Division Second Vice Presidents who send them to the respective chapter officers.

As Director of the Education work, she keeps a record of all scholarships, gifts and loans, collecting the latter and forwarding payments to the Treasurer General after sending receipt to the payee on proper form, with copy to the Business Office.

She records payments in the book for outstanding loans. Signed student loan notes shall be sent to the Business Office immediately. The notes shall have the approval of the President General by signature.

Gift and Loan Scholarship Awards are based on the amounts in the respective Scholarship Funds from interest on Endowments so as not to jeopardize the continuation of any student to graduation if merited.

The amount of the scholarship is paid to the college or university in two equal payments to the credit of the student.

On August first and December first, the Second Vice President General makes Requisition for scholarship payments in quadruplicate, keeping one for her files, sending one to the Treasurer General and two copies to the President General, who, after approval, forwards one copy to Business office with order for checks to be drawn.

After checks are signed, they are sent to the Second Vice President General who transmits them to the colleges with letters of advice.

The Second Vice President General should send articles to the Magazine frequently enough to keep the members advised on the Education work.

Proof of eligibility attached to all scholarship application papers shall be made available to the Business Office for copying the Confederate veterans' records. Papers shall be returned to students at the termination of the scholarship if the papers are desired. Papers of applicants not accepted for scholarship shall be returned to the applicant, or on request, to the Division. (Reference-Scholarship Rules and Regulations, By-Laws, Standing Rules, U.D.C. History, Magazine, and General Minutes).

## RULES AND REGULATIONS GOVERNING SCHOLARSHIP AWARDS AND LOANS

### Rules Governing Awards

**TENURE:** All scholarships are available for four years unless specified or until the student completes the course or fails to make proper grades.

**CANDIDATES:** Each Division and Chapter in States where there are no Divisions, may present any number of candidates for the vacant scholarships, provided that not more than ONE candidate is presented for any one scholarship.

#### Qualifications:

- (a) All applicants must be descendants of worthy Confederate Veterans.
- (b) Must be endorsed by the President of the Division and the Division Chairman of Education.
- (c) Must make application upon the official blank furnished by the Division Chairman.
- (d) Applications must be completed and all information requested thereon must be given.

In addition to information on application, the following LETTERS, RECORDS and ENDORSEMENTS are to be furnished by the student:

1. Certified proof of Confederate Record of ancestor, with Company and Regiment in which he served. (This may be procured from U.D.C. Memorial Building, 328 N. Blvd., Richmond, Va., Archives of Confederate Records in the various State Capitals, or from National Archives and Records Service, Washington, D. C.)

2. Letters of endorsement from TWO members of the Daughters of the Confederacy. One letter at least should come from the Chapter in Applicant's home town.

3. A letter of recommendation from his or her minister.

4. A letter from physician stating condition of health.

5. Letters of recommendation from at least TWO recent teachers, one of these preferably from a HOME ROOM TEACHER with an objective evaluation.

6. Letters from FOUR responsible persons of their community as proof of need for financial assistance in continuing their education.

7. Official transcript of grades from previous year or session, from the school attended.

8. Personal letter from the applicant, pledging to make the

best possible use of the opportunity offered through the scholarship, and outlining ambition and preparation for attaining ambition.

9. Applicants for scholarships must furnish this additional information:

- (a) Name and address of institution to be attended, course to be pursued, cost of tuition, board and lodging and other expenses of the course.
- (b) Applicants must be prepared to pass the entrance examinations of the college which they wish to attend. For other details, applicants should write direct to the college for catalog before applying for the scholarship.

Application would be facilitated if applicant would take the College Board Examination. (Prepared by Education Testing Service, Princeton, N. J., available to High Schools—results are acceptable to all Colleges.)

### Rules Governing Student Loan Funds

1. Applicants for loans must sign the notes furnished by the Committee on Education and must have the endorsement of three reputable persons of their community, whose integrity is vouched for by the Chairman of Education and the President of the Division in which the applicant lives. "SAID DIVISION TO STAND SECURITY FOR THE DEBTS INCURRED BY THE STATE STUDENT AND TO TAKE UP THE NOTE WHEN PAYMENTS HAVE LAPSED FOR ONE YEAR."

All loans may be used at institutions approved by the Committee on Education.

No loans may be granted without the knowledge and consent of the President-General and the approval of the Chairman and one member of the Committee on Education.

2. Each student borrowing from the Loan Funds will give note for the amount borrowed, such note being endorsed by three persons of sufficient financial responsibility to be satisfactory to the Chairman on Education. No two of the endorsers shall in any way be related to the applicant.

3. Payment of all loans begin six months from the date of graduation or termination of college course, unless there are circumstances satisfactory to the committee, in monthly payments of TEN DOLLARS (\$10.00) each, until the loan shall have been redeemed. When re-payments are not made as specified in the note, interest at 2 per cent shall be charged.

4. A student marrying shall not be eligible for re-award after the current school year. A student leaving during his

college course shall forfeit his award from that date. In either case, the student shall pay as required in Rule 3.

5. Payments on loans should be made by Postal Money Order, payable to "Treasurer-General, U.D.C." but should be sent to the Second Vice-President General.

6. A student desiring re-appointment for the coming year will make application to the Division Chairman not later than February 1st of the current session, with a letter submitted from the school, or college, recommending re-appointment.

7. Applicants must notify General Chairman, U. D. C. THIRTY days before opening of school of definite acceptance of scholarship. The amounts allotted to a student for a year is sent to the college in two installments, one in September, the other in January.

An official letter of recommendation from the U.D.C. will be given to a student who, having completed his college course satisfactorily, makes all payments on his loan as each falls due.

Two copies of these rules are sent to each student, one for reference, the other to be signed and returned to the General Chairman on Education.

## GENERAL INFORMATION AND REGULATIONS

All transferable Gift Scholarships may be used at any institution approved by the Committee on Education.

College students studying nursing in a university or college awarding a degree in nursing education will be given the same consideration as students working for degrees in other fields.

Applications for Scholarships must be submitted to the General Chairman through the Division Chairman, prior to March 1st of each year. Loan applications must be presented in same manner by July 1st.

Applicants desiring loans should study the Rules.

All checks for Gift or Loan Scholarships are sent to the College or University in two equal payments, September and January.

A student marrying shall not be eligible for a re-award after the current year. A student leaving college shall forfeit his award and college will return balance in student's account to the U. D. C.

All students holding U.D.C. Scholarships must report by letter to the General Chairman on Education on or before February 1st and July 1st of each year if they wish to be considered for a re-award of their scholarship for the following year. When

reporting, confirm grade year, include grades from past semester and a letter of recommendation from the college..

Gift Scholarships are NOT available for post-graduate work.

A copy of the circular will be sent to each beneficiary, with a request that all rules and all matters of information be carefully noted and given attention as required.

DIVISION CHAIRMEN must file all applications for Gift Scholarships with endorsements with the General Chairman on Education before March 1st. Loans by July 1st.

PUBLICITY: Division Presidents and Division Chairmen of Education are requested to urge Chapters to publish lists of vacant scholarships, with qualifications, in their local press and to give all publicity to the Educational program.

Each Division Chairman is requested to furnish the Education Circular to the State Department of Education and Colleges in the state granting Tuition and Part-Tuition Scholarships for information on Rules and Scholarships available.

## THIRD VICE PRESIDENT GENERAL

The Third Vice President General shall direct the work of the Children of the Confederacy, auxiliary to the United Daughters of the Confederacy.

She should perform the following duties: Keep a roster of all Division and Chapter Officers by states; Issue charter application blanks to Division Directors and Chapters where no Division; Arrange and supervise the Annual General Convention, appointing a Convention Chairman with whom she and the C. of C. President work; Authorize the Convention Call to be mailed to each Division Director by June 1st, including sufficient number for each Chapter to have one, also Chapters where no Division, and to General C. of C. officers and chairmen; Approve C. of C. General appointments and orders on the treasury; Countersign checks, sign charters, and membership certificates; Sign transfers into UDC after verification of papers and records by the Business Office; and write a monthly article for the Magazine.

The Children of the Confederacy Committee is composed of five members whose duties are as follows: The Historian and News Editor supervises the historical work, edits and prepares copy each month for the Magazine; The Committee member on Organization of New Chapters and Divisions keeps in touch with Directors of Divisions and Chapters where no Division in promoting organization; The member in charge of Catechisms promotes the sale of the booklet and receives orders; The Registrar receives and approves all applications for membership and transfers which comply with U.D.C. requirements for membership; receives

monies for charter and certificate fees which she remits to the Treasurer General, UDC on approved blanks.

The Registrar numbers, dates and signs all three copies of applications; Records name of new member with registration information in the Record Book, and enters name on a Veteran's card for the Ancestors File. Sends one copy of application to the Business Office and the other two to the Division Director.

Approves and issues Charters, also issues certificates of Membership, which are sent to the Division President UDC, who signs and forwards to the Division Third Vice President.

#### RECORDING SECRETARY GENERAL

The Recording Secretary General performs all the duties prescribed in the General By-Laws and Standing Rules which pertain to the office.

She provides copies of the minutes of Executive Committee and Executive Board meetings for the General Officers, keeping the originals bound in permanent form.

She compiles Rulings of the Executive Board and Annual Convention and files them in a Ruling Book, with copies to the President General.

She sends notices of meetings of the Executive Board, and assists the General Convention Chairman to prepare the Convention Call, which, after approval by the President General, is printed and mailed through the Business Office not less than 35 days before the Convention.

She issues charter application blanks and charters, and assigns numbers to new chapters, recording same in the Charter Book. (Ref. 9.02 Gen. By-Laws).

She receives reports in triplicate from all General Officers and Chairmen and Division Presidents, also rosters of Division and Chapter officers, and sends one copy of each to the President General before November 1st.

Copy of all material for the Minute Book shall be compiled and sent to the President General immediately upon the close of the General Convention. With the supervision of the President General and after receiving at least three bids, she sends the material to the publisher by December 15. She prepares the mailing list for the publisher according to 12.03.

She shall keep up-to-date the Division Statistics page in the General Minute Book. (Information for this is contained in report of Treasurer-General and from Division Presidents.)

#### TREASURER GENERAL

The Treasurer General receives the funds of the General Organization, gives receipts for same, sending copies of the receipts to the Business Office, President General and Finance Chairman.

She deposits all funds in the name of the United Daughters of the Confederacy in such National banks as are authorized under the By-Laws.

She receives interest payments on investment of Endowment Funds, keeps a record of all bonds by number and description and verifies the interest payments received.

The Treasurer General sends notices to Division Treasurers, with copies to Division Presidents, as of May 15th, of delinquent Chapters and similar notices to Chapters where no Division. (Reference—Gen. By-Laws, Rules for Business Office and Handbook.)

#### REGISTRAR GENERAL

The Registrar General shall receive and examine all applications for membership, and approve those found eligible. All papers should be serviced the month they are received.

It is her duty to receive all monies for Initiation and Certificate fees and deposit same in a Special U.D.C. Account in a national bank, and send monthly remittances to the Treasurer General, together with approved Report Form No. 48 arranged alphabetically by Divisions. Form No. 48 shall be made in quadruplicate — one copy to the President General, one for the Registrar General's file and the original to the Business Office to which is attached one copy of each approved application and transfer paper.

The Registrar General prepares monthly reports in duplicate (Form No. 7) of new members, sending originals to Division Registrars and filing duplicates. This is official notice of membership.

#### HISTORIAN GENERAL

The OBJECTS of the Organization given in the Articles of Incorporation and reprinted in this Handbook set forth the desire of the Founders for the Organization and, in particular, give an outline of the duties of the Historian General, Division and Chapter Historians.

Search is made for books, documents and papers of historical importance and for unprinted materials, diaries, etc. which will give new values to the historical endeavors.

All material on the period of the Confederacy is important, particularly since Memorial Building Library is a ready depository for rare books, diaries and other suitable materials. Copies of manuscripts, addresses, etc., may also be sent to the Filing and Lending Department. Such collections will in time, take their place amongst other such leading research collections, both in this country and abroad.

The study by all historians of the many phases of life during the period brings inspiration and suggestions for guidance in the U.D.C. field of historical endeavor.

Immediately after election, the Historian General prepares a study program for the coming two years, publishing this in the Magazine and in pamphlet form, the latter in quantity of 1,000 for distribution to Chapter Historians through Division Historians.

The Historian writes a monthly article for the Magazine; prepares a list of essay subjects, donors and prizes for Division Historians who copy and send to chapters. Appeal may be made at convention for awards, money for which must be in hands of Treasurer-General before announcement of same. Suggestions for essay topics may also be requested.

Report forms for historical awards, particularly the Raines and other banners and the Weinmann Cup, are sent to Chapter Historians through the Division.

The Historian General appoints judges for the various essay and historical awards, also a Committee to receive and judge historical scrapbooks at Convention.

Her monthly Magazine article should contain an advance discussion of the historical subject for the coming month and other matters of general interest pertaining to her office.

#### RECORDER GENERAL OF CROSSES OF MILITARY SERVICE

The Southern Cross of Honor was designed by the United Daughters of the Confederacy in 1898 to decorate the Confederate Veterans for their loyal service during the War Between the States.

The Crosses of Military Service are the outgrowth of the Cross of Honor—all “symbols linking the present with the past and memorializing the heroic deeds of our Confederate ancestors and their lineal descendants.”

The Recorder General of Crosses of Military Service is the custodian of these prized awards. At the General Convention she shares the program on Historical Evening for the impressive Bestowal Ceremony.

She sends an article to the Magazine in the interest of her work when deemed necessary.

#### RULES FOR THE AWARD OF CROSSES OF MILITARY SERVICE

##### Part I

Application blanks in triplicate and Crosses shall be ordered by a chapter in a division through the Division Recorder to whom she sends check.

Chapters where no division order application blanks in duplicate from the Business Office and send these properly filled out direct to the Recorder-General, enclosing check made out to the latter.

Applications in duplicate are also filled out by the Division when ordering Crosses for presentation at Division Conventions other than those presented by chapters. One copy only is made for General presentations.

Blanks should be filled out on the typewriter, signatures must be in original handwriting.

Send checks, not postal notes, because the time limit on latter is only three months.

Applicant shall furnish three copies of his or her honorable discharge and service record. This may consist of one original or notarized photostatic copy of the discharge, government record or signature of the commanding officer, and two typed identical copies of each record.

If still in service, applicant shall furnish one notarized copy of statement from his or her commanding officer as to present status in the service and two typed copies. If applicant is an officer, a statement over his signature as to rank and service will be acceptable.

It is most important to study the application blanks carefully and fill out exactly alike. The original copy will be filed in the business office, second copy returned to division recorders, and third to chapter recorders.

If applicant saw foreign service please write at the top of each blank the word, “Overseas”. In right-hand upper corner, designate for which war cross is asked.

Applications should be in the hands of the Recorder-General at least three weeks before Cross is to be bestowed, six weeks if possible.

##### Part II

1. The United Daughters of the Confederacy has established five Decorations known respectively as: (1) “The World War I Cross of Military Service,” (2) “The World War II Cross of Military Service,” (3) “The Spanish-American War Cross of Military Service,” (4) “The Philippine Insurrection Cross of

Military Service," (5) "Korean Conflict Cross of Military Service." These decorations have been established as a testimonial to the patriotic devotion of certain Confederate Veterans and certain descendants of Confederate Soldiers and Sailors, and will be awarded to those eligible under these rules and upon conditions hereinafter set forth.

#### World War I Cross

2. Any man or woman lineal descendant of a white Confederate soldier or sailor who served honorably in the Army, Navy or Marine Corps of the United States, or as a member of the armed forces of its Allies between the dates of April 5, 1917 and November 11, 1918, shall be entitled to receive the award of the World War I Cross of Military Service, provided he served at least 90 days (unless the time was shortened by death or disability), provided also, that he received an honorable discharge, or has served continuously since Nov. 11, 1918 in the military or naval service, and provided further, that no award be made for service consisting only of that connected with student activities or to a so-called "conscientious objector", even though he may have received an honorable discharge.

3. Where the award of a World War I Cross of Military Service is made to a person who served overseas prior to November 11, 1918, there shall be added, as an additional mark of distinction, a bronze dolphin to be placed on the ribbon by which the Cross is suspended. This provision shall include those of the Navy or Marine Corps engaged in the transport service in the belligerent zones.

#### World War II Cross

4. The same rules apply for the award of World War II Crosses of Military Service as those of World War I. Applicants must have served at least 90 days prior to the date officially declaring World War II at an end—cessation of hostilities, December 31, 1946.

#### Spanish-American War

5. Service in the Spanish-American War is between the dates April 21, 1898 and April 11, 1899.

#### Philippine Insurrection

6. Service in the Philippine Insurrection is between the dates April 11, 1899 and July 4, 1902.

7. For persons serving overseas in the above two conflicts, there shall be added as an additional mark of distinction, a bronze star, to be placed on the ribbon by which Cross is suspended.

This provision shall include those of the Navy or Marine Corps engaged in the transport service in the belligerent zone.

#### Korean Conflict

8. Service in the Korean Conflict is between the dates of June 27, 1950 and November 11, 1955.

#### GENERAL RULES

9. No award shall be made except upon the request of a duly chartered Chapter of the United Daughters of the Confederacy, except that the President-General and Recorder-General of Crosses, may vote the award of not more than four World War I and four World War II Crosses of Military Service, four Spanish-American War Crosses of Military Service, four Philippine Insurrection Crosses of Military Service, and four Korean Conflict Crosses of Military Service, for bestowal on the Annual Historical Evening of the General Convention, United Daughters of the Confederacy, and such number of these Crosses to such historical societies and museums as the Executive Board may deem entitled to such consideration.

10. Divisions are given the privilege of presenting annually at their Division Conventions Crosses of Military Service of each class to eligible Veterans of their states respectively.

Selection of recipients each year shall be made by the Executive Committee of the Division desiring to make the presentations and applications therefor shall be submitted to the Recorder-General of Crosses for approval six weeks before the date of meeting of said Division Convention.

These applications must fulfill all the requirements of rules of award of the Crosses of Military Service. The Executive Committee of the state shall select candidates of each class from the state-at-large and shall allow the Chapter, or Chapters of the town, in which the Convention is held, to nominate a candidate from said town or county for each class; provided such Chapter or Chapters may have for nomination veterans deserving of such Decoration.

11. Proof of Confederate service of the Confederate Veteran, or of the ancestor or ancestors of the descendant for whom the award of the Cross of Military Service is requested, may be established (a) by reports from War or Navy Department showing the facts with reference to such service, or by accredited published document; (b) by certificate issued by the office of a Probate Judge or other State officer, that the name of such Veteran or ancestor appears on the pension roll of said office; (c) by certificate from a duly chartered Camp of United Con-

federate Veterans, or from a Chapter of the United Daughters of the Confederacy showing the established Confederate service of such Veteran or ancestor, as appears on the record of such Camp or Chapter; (d) or by certified statement of Chapter officials that applicant was a member of the Children of the Confederacy on the record of the same Confederate ancestor as given on the application for the Cross; in short, whatever the method of proof, the facts must be such that the Confederate Veteran ancestor, on whose services the Cross is requested, must have served the Confederate States' Government honorably and faithfully, and was entitled, whether he did or did not, to have become a member if the opportunity offered, of the United Confederate Veterans.

12. Service and descent must be proved to the satisfaction of the Recorder-General of Crosses.

13. Each application bank must contain, or have attached thereto, authentic proof of honorable service in the Army, Navy, or Marine Corps of the United States, or its Allies during the war for which the Cross is requested. This proof shall consist of indisputable evidence, such as an original statement from the United States War Department, Bureau of Navigation, or Marine Corps or a certified copy of honorable discharge, or a signed statement of officer, or officers, under whose command the service was rendered; or by an authentic published record, or by such other means as the Recorder-General of Crosses and the President-General in conference may deem to be sufficient proof.

14. The distribution of the Crosses of Military Service and the record pertaining to the award, as well as all papers and records relating thereto, shall be under the supervision of the Recorder-General of Crosses and the Recorders of Divisions and Chapters, who shall carry out the purposes and plans of the United Daughters of the Confederacy in the matter of the award of Crosses of Military Service to those entitled under the rule to such award.

15. An applicant shall be eligible for only one Cross for each war in which he served. A separate set of application papers must be submitted for each war. His application papers may contain the record of all such Confederate ancestors (of whom he is a lineal descendant) who served in the Confederate Army or Navy.

16. A Cross of Military Service, should, whenever possible, be awarded in person to the one for whom it is intended, but if, for some unavoidable reason, this is impossible, then the Cross may be delivered to a legal representative.

The occasion for bestowal should be one of considerable ceremony; and, when convenient, the local organization whose mem-

bership is composed of Veterans of the World Wars, the Spanish-American War, the Philippine Insurrection, or the Korean Conflict as the occasion may warrant, should be invited to participate in the honor done their comrades.

The Chapter conferring the Cross may also invite other United Daughters of the Confederacy Chapters to unite in the exercises of bestowal, but the bestowal itself shall be made by one Chapter only.

17. When a person, who otherwise might be entitled to an award of Cross of Military Service, has died, the same may be conferred upon his eldest child; if no child survives, then to his widow, if there is one; if not, then to his mother, or father, or sister, or brother in the order named, and according to priority in age of sisters or brothers.

18. The United Daughters of the Confederacy retains title in a Cross so bestowed. Should it be WORN by ANYONE, the matter should be reported at once to the nearest chapter, and the Cross, worn illegally, should be taken up and returned to the Recorder General with a full report. Thereafter, no further bestowal of the Cross shall be made.

19. A Cross of Military Service bestowed on a living person shall be worn only by that person, and is given with this understanding.

20. Duplicate Crosses may be secured where the original has been stolen or lost. Proof must be furnished, by affidavit, to Chapter Officers, who shall file request for the duplicate award. The cost shall be the same as for other Crosses and shall be paid for by the Chapter requesting the issuance.

21. Crosses of Military Service may be presented at Division Conventions of Children of the Confederacy but the request for the Crosses must be made by a U.D.C. Chapter in the regular manner.

22. Divisions and Chapters shall be allowed to purchase sets of Crosses to be given to approved Museums, Libraries, and Historical Societies. All requests for such may be made by a Division or a Chapter and shall be accompanied by complete papers for each Cross; a written statement from proposed recipient that the exhibit will be accepted and properly displayed; check for cost of Crosses, mounting and framing; and the approval of the Presi-

dent-General and Recorder-General of Crosses of Service. The Crosses shall be framed and mounted in the same way that official emblems are issued and the work shall be done by an accredited firm.

23. The services of the Board of Review shall be available to the Recorder-General of Crosses of Military Service.

### DESCRIPTION OF CROSSES

Certificate of Copyright No. 80685

The present Crosses of Military Service are the outgrowth of the Cross of Honor bestowed upon Confederate Veterans.

Background: The Cross of Honor dated 1861-65.

Foreground: A Crusader Cross in bold relief, each bound to the other by the Battle Flag of the Confederacy and linked by the entwined monogram, U.D.C., to ribbon. It is attached to a laurel leaf as a special mark of valor for those who distinguished themselves in feats of courage.

#### Ribbons for Crosses

1. World War I—Red and white ribbon with center stripe of khaki, dated 1917-18.
2. World War II—Red and white ribbon, navy blue on each side of three center stripes of light blue, black, orange, denoting colors of Allied Nations, dated 1941-45.
3. Spanish-American War—Red, white and green stripes on each side of center stripe of orange, dated 1898.
4. Philippine Insurrection—Red, white and orange stripes on each side of center black stripe, dated 1899-1902.

Motto: "Fortes Creantur Fortibus" (from Horace, Book IV, Ode 4) — "The brave beget the brave."

Bronze dolphin or star indicate Overseas service.

5. Korean Conflict—Blue, white, blue, stripes denoting Korean Nation, marked Korean Service.

### STANDING COMMITTEES

Standing committees are established by convention and chairmen and members are appointed annually by the President-General. Their duties are implied by their names and are further outlined in the General By-Laws and Standing Rules.

Additional information on Children of the Confederacy, Education and History committees may be found under the duties of the General Officers who head these committees.

Detailed information on the Organization of New Chapters and Divisions may be found in Part I of the Handbook.

Information for the operation of the Credentials and Convention Committees as well as other Committees which function during a Convention, may be found under the heading—CONVENTIONS.

**EXECUTIVE COMMITTEE.** This committee shall be composed of the General Officers and shall have charge of the affairs of the Organization in the interim between meetings of the Executive Board and the Annual Convention. It shall have supervision and control of all the properties of the Organization, and shall procure copyrights on such publications as are intended for sale in the name of the organization. (Refer to Article XV.)

The Executive Committee shall meet before and at the close of each Annual Convention and upon call of the President-General. Four members shall constitute a quorum.

**EXECUTIVE BOARD.** This board shall be composed of the General Officers, the Ex-Presidents General, the Honorary Presidents of General, Division Presidents, Chairmen of Standing Committees and Presidents of Chapters where no Division.

The board shall have authority over the affairs of the organization during the interim between conventions and shall meet at least once during the Annual Convention, and at least once during the interim, preferably in March, at the Memorial Headquarters Building.

### BY-LAWS

Divisions should submit draft in triplicate of proposed amendments or revisions of their respective by-laws for review by the General By-Laws Committee, allowing ample time before such are to be mailed out to the Division membership.

Chapters should follow the same procedure to the Division By-Laws chairman.

By-Laws of Divisions and Chapters shall not conflict with the Articles of Incorporation or the General By-Laws and Standing Rules.

## CORRECT USE OF CONFEDERATE FLAGS

The four flags of the Confederacy are sacred to the people of the South and people of Southern descent, wherever they live. Emblems of love, courage, sacrifice, devotion to the call of duty and to the rights of constitutional government, these flags are a glorious heritage from a nation which rose so pure and white, fell so free of crime and lives forever in the hearts of its people.

On Confederate Memorial Days, the flags should be placed at half mast from sunrise to noon, and from full staff from noon to sunset. When used with the United States flag, rules of the U. S. Flag Code should be observed.

The Confederate flags should never be embroidered or printed on any article of clothing, cushions, handkerchiefs, towels, paper napkins, boxes, the icings of cakes, or on anything that is designed for temporary use and discard. They should not be used in flower arrangements.

Mississippi and South Carolina have enacted legislation to protect the Confederate Flags, and an intensive campaign is underway to get similar legislation in all the states.

Prices on Confederate flags will be sent to chapters and members upon request to the general chairman.

## FINANCE

This committee shall be composed of five members, women of recognized experience and business ability, whose appointment shall be approved by the Executive Committee.

The committee shall recommend the investment of funds, approve resolutions calling for donation of funds from the General Treasury, arrange for necessary insurance coverage, present an annual budget based on the proration of dues by the Convention; arrange for a Certified Public Accountant in Richmond, Va., for the audit of books, bonds, notes and securities of the office of the Treasurer-General, and for the audit of the cash books of all other officers and chairmen receiving monies in the name of the United Daughters of the Confederacy. The chairman shall present the auditor's report at the Annual Convention.

The President-General, First Vice President-General, and Treasurer-General shall be ex-officio members of this committee.

The Chairman shall receive a copy of the monthly financial statement issued from the Business Office, a copy of each check drawn on funds of the organization, and copies of receipts for funds sent by the Treasurer-General.

## JEFFERSON DAVIS HIGHWAY

The Committee for the Jefferson Davis Highway should work through governmental road building organizations to secure designation of the Highway from coast to coast, linking Southern capitals and towns.

It shall place and maintain suitable markers which should be examined annually to see that they are in good condition. A record should be kept by states.

If a section of the route of a Highway is changed, arrangements should be made for the marker to be moved to the new route.

A complete record of markers with inscriptions should be kept up to date by the Chairman of the Committee and filed in Memorial Building Library.

## MAGAZINE

1. The Magazine Committee shall consist of the Managing Editor who is Chairman of the Committee also the Business Manager; the Associate Editor, who receives and edits all copy (including pictures, In Memoriams, Historical Articles, Special Articles, Division and Chapter News, Messages from General Charmen); and the Editorial Editor who shall write the monthly editorial. (C of C news is sent to C of C Editor.)

2. As Business Manager, the Chairman shall have over-all supervision of the work of publishing the Magazine and direct supervision over the work of the Circulation and Advertising Managers.

3. All checks for subscriptions, advertising and cuts for pictures shall be made payable to the Treasurer-General, U.D.C., but mailed attached to subscription lists, advertising and editorial copy and pictures, to the subscription, and advertising managers and associate editor whose names are carried in the masthead of the magazine every month.

4. Chapters are urged to solicit advertising, provided they do not interfere with the accredited advertising agencies. In the latter case, further solicitation will be prohibited.

5. Chapters should send advertising copy and checks through their division chairman to the Advertising Manager, and should send each year the list of chapter and gift subscriptions through the Division Magazine Chairman to the Circulation Manager, with checks made out to the Treasurer-General as specified above. All chapter copy should be sent to the Associate Editor through the Division News Editor when possible, otherwise mail it direct to Associate Editor, not to the Magazine Office.

6. All copy for magazine should be typewritten, double or

triple spaced on plain typewriter paper. Do not send newspaper clippings, but rewrite article, condensing for magazine.

When reporting the death of an outstanding member, include a short sketch of her life and service to U.D.C., dates of birth and death, name and location of chapter.

Deadline for receipt of copy and pictures for the coming month's issue is the 15th of preceding month. Mail early, save air mail postage and do not send registered, as the latter causes delay if sendee is not at home.

Do not fret if copy is not published immediately as much depends upon number of pages in each issue of magazine, amount of advertising, etc.

Any clear glossy print, no matter what size, will make a good cut. Remember that when more than two persons are in a picture it will require a minimum of a 2-col. cut. (no mats).

Put the most interesting news in first paragraph of story and condense copy by omitting details of program and decorations. DO include name and identification of speaker and reports of your U.D.C. projects.

Send C. of C. news and pictures to C. of C. Editor, observing the same rules as stated above.

Help print more news from more chapters by omitting non-essentials. Not every meeting is newsworthy—send in only those which are of general interest.

Rarely is the magazine able to print poetry. However, when a member writes something that is exceptional, send it in for submission to accredited judges for possible publication.

**COST OF CUTS:** 1-col. \$5.00, 2-col. \$10; 3-col. \$15.00.

**ADVERTISING RATES:** \$5.00 per column inch, of which chapter retains \$2.00. Special rates for page by month and year will be sent on request to the Advertising Manager.

#### **MRS. NORMAN V. RANDOLPH RELIEF FUND**

In 1910 at the Little Rock, Ark., Convention, Mrs. Norman V. Randolph of Virginia presented a Resolution "to investigate and relieve as far as possible, present pressing needs of Confederate women." Mrs. Randolph became the first chairman.

The work carried on under the Committee provides for monthly checks from the Relief Fund. The amount of the checks is based on contributions received from chapters and divisions.

It is the duty of the Committee to receive and examine applications from chapters of needy Confederate women, and make recommendations to the President General and Finance Committee.

Those Confederate women eligible for relief are the widows, sisters, and daughters of Confederate veterans, provided these women are 65 years of age or older.

Application forms for Randolph Relief may be secured from the General Chairman.

#### **MRS. SIMON BARUCH UNIVERSITY AWARD**

The forerunner of this award was a committee established in 1906 on resolution of Mrs. Livingston Rowe Schuyler of New York—which had the title of, "Award of Prize, Columbia University". At the Houston Convention in 1928 the title was changed to the Mrs. Simon Baruch University Award.

Its purpose is "to encourage research, collect and preserve materials for a truthful history of the War Between the States."

The duty of the Committee is to arrange for the Memorial Award under the Rules adopted by General Convention.

#### **Rules for the Mrs. Simon Baruch University Award**

**1. AWARD.** For the purpose of encouraging research in Southern history, the United Daughters of the Confederacy offers as a grant-in-aid of publication, the Mrs. Simon Baruch University Award of \$1,000.00. Contests are held triennially, beginning in 1954. \$500.00 is given immediately, the remaining \$500.00 when the manuscript is published.

**2. SUBMISSION OF MANUSCRIPTS.** Manuscripts shall be in the hands of the Chairman of the Committee by May 1 of the year in which the Award is offered. These may be submitted directly to the Chairman or through publishers who are considering them for publication.

**3. ELIGIBILITY.** Participation in the contest is limited (1) to graduates (within ten years following graduation) with a higher degree from a university or standard college in the United States, and (2) to students in such institutions whose theses or dissertations have been accepted for graduation. Manuscripts must be accompanied by a statement from the registrar giving dates of attendance, and by full biographical data and passport photograph of the author.

**4. FIELD OF STUDY.** The award will be made for the best unpublished book or monograph of high merit in the field of Southern history in or near the period of the Confederacy or bearing upon the causes that led to secession and the War Between the States. The life of any individual or policy or phase of life may be treated. If no study of high merit shall be submitted in any contest no award will be made for that year.

5. **QUALITY—FORM—LENGTH.** In making the award the judges will consider the effectiveness of research, originality of thought, accuracy of statement, and excellence of style. Studies must be presented in scholarly form and based, at least in part, upon primary sources, with the usual documentation and bibliography. Manuscripts should of course be typed on one side of the pages and double-spaced. Book-length manuscripts should contain at least 75,000 words; monographs, from 25,000 to 50,000 words.

6. Manuscripts are judged by three outstanding historians, drawn from different sections of the country, whose decisions are final. To safeguard the identity of contestants, manuscripts are submitted to the judges under numbers after the Chairman of the Committee has removed cover pages and biographical data.

7. **PUBLICATION.** It is the duty of the award-winner to make all arrangements for the printing of his manuscript. The balance of the award will be paid to him or to the publisher upon completion of publication. Each publisher who submits eligible manuscripts in the contests shall state in writing that publication will follow promptly if the award is made to any manuscript he has submitted. If publication shall not have been completed within four calendar years from the time of the award the prize will be forfeited. Under certain circumstances an extension of time may possibly be allowed.

8. **ANNOUNCEMENT OF THE AWARD.** The Chairman of the Committee will announce the name of the winner of the award at the General Convention of the United Daughters of the Confederacy in November following the contest.

9. **DISPOSITION OF MANUSCRIPTS.** The winning manuscript will remain in the files of the organization. Others will be returned express collect unless accompanied by postage.

10. **PRINTED COPIES FOR THE ORGANIZATION.** At least nine copies of a published manuscript shall become the property of the United Daughters of the Confederacy.

11. **UNSUCCESSFUL CONTESTANTS.** Those who failed to win the award are urged to rework their manuscripts and submit them in a later contest.

12. **INQUIRIES.** Publishers interested in Baruch manuscripts should write for a copy of the rules. All inquiries should be addressed to the Chairman of the Committee on Mrs. Simon Baruch University Award, United Daughters of the Confederacy, 328 North Boulevard, Richmond 20, Virginia.

13. Heretofore, when winning Manuscripts have been published, authors and publishers have agreed to give the United

Daughters of the Confederacy the privilege of purchasing fifty (50) copies at 50% discount from the retail price for distribution to State or other leading libraries, and one each to the Bodleian Library, Cambridge, England, and Bibliotheque National de Paris, Paris, France.

#### **PRESERVATION OF CONFEDERATE RECORDS**

It is the duty of the Committee to explore every possibility for securing Confederate records of war service and to collect them for the Business Office and Memorial Building Library.

There were approximately 600,000 men in the service of the Confederacy during the War Between the States, and the U.D.C. only has records of about one-half of them in its files.

#### **PRESS**

Through newspapers and other publications, the public should be kept aware of the objectives and constructive projects and accomplishments of the United Daughters of the Confederacy on the local, state and national level.

Through good publicity and good public relations, the ideals and objectives of the organization may be furthered.

The greatest responsibility for both of the above rests upon the chapter press relations chairman and committee.

First, learn what the newspapers in your community want. The space is given to you free as a public service—see to it that you, in turn, give the newspapers articles that are newsworthy, not just chapter publicity, such as the announcement of a routine meeting.

Recognize the difference between news and publicity—give your stories a human interest angle when possible and add state and general statistics to your chapter news. (To do this the press chairman must become acquainted with the U.D.C. History, the Handbook, the General Minute Book, as well as her Division publications.)

Second: Give the newspaper facts as to WHO, WHAT, WHY, WHEN AND WHERE—give correct addresses and full names, using a married woman's husband's given name or full initials.

Third: Plan advance and follow-up stories with your woman's editor, and an occasional feature with pictures, etc. Remember that features are exclusive. Realize that many times your stories will not be of sufficient newsworthiness to be printed.

Observe the deadlines established by the newspapers.

Copy should be typewritten if possible, double spaced, on white paper.

Put your name and telephone number at upper left-hand corner of first page.

Pages should be numbered with "More" written at bottom of each page which is to be followed.

The release date of copy should be noted.

The most important facts should be put first. Reread your copy before mailing it.

Newspaper men and women do not want gifts, but a letter of appreciation at the close of a chapter year is a nice way to show appreciation for their cooperation which you are sure to receive if you do just half your part.

### RADIO AND TELEVISION

It is the duty of this Committee to encourage and promote the broadcasting of worthwhile programs.

Care should be exercised in the presentation of material that it be factual, and presented in such a manner to interest listeners in Confederate History, give information for an understanding of the Organization's objectives and to encourage others to join the U.D.C.

### SOUTHERN LITERATURE

The Committee shall collect and send books and materials on Confederate and Southern History to foreign libraries, to U. S. college, university, state and local libraries, and to the Memorial Building Library.

Members of the Committee should have knowledge of contents of books and materials placed in libraries, or see that they are reviewed for suitability before being given.

### SOUTHERN POETS

The Committee should promote study of the lives and works of poets of the Confederate era and collect their biographies and poems for Memorial Building Library.

A list of Southern poets was published in the August, 1959, issue of the U.D.C. Magazine.

### SPECIAL COMMITTEES

Members of all special committees are appointed annually by the President-General to meet special needs and circumstances.

#### CENTENNIAL OF WAR BETWEEN THE STATES

This committee was established in 1958 to make plans for chapters, divisions and the general organization to commemorate historic events of the conflict between the Union and the Confederate States of America.

Notable affairs with illustrious speakers, open to the general public, not confined to the chapter, should be planned to bring forward the truths of history, extolling the heroes of the particular state, the important battles or events, if possible on the anniversaries of the events.

Music and poetry of the Confederate era should be used, exhibits of pictures of Confederate Cabinet members, our great Generals, Admirals, etc., should be properly displayed, and newspaper and magazine articles should be planned.

The Governors of many states have appointed Centennial Committees, allocating sufficient funds to cover proper observance of events of the years, 1861-65. Chapters should cooperate with these state committees, whose membership should include leaders of the United Daughters of the Confederacy.

Refer to monthly articles in the magazine.

### COORDINATING COUNCIL

In 1958 a Coordinating Council of the United Daughters of the Confederacy and the Sons of Confederate Veterans was established to work together on projects of mutual interest.

The two organizations with similar background and membership requirements should collaborate in making more effective the work of each organization particularly for observance of the Centennial Years.

The first major joint promotion was an essay contest on the subject, "Jefferson Davis, the Washington Years", with the award of a \$400 scholarship as first prize, and \$100 for second.

There is a continuing need for greater joint effort in pooling strength and abilities of members for greater gains in accomplishing the purposes for which the two organizations stand.

### MUSIC OF THE CONFEDERACY

In the interest of greater knowledge of the music of the Confederate era, this committee was established in 1958.

Musical history of the Confederacy and the literary history of its songs and song writers have been generally neglected.

The Confederate soldier has been called the "singing soldier", ever a song on his lips, yet his music has not been learned or collected as it should be.

Some of the patriotic favorites of the era were: Dixie, The Bonnie Blue Flag, Maryland, My Maryland, All Quiet Along the Potomac Tonight (dedicated to the Unknown Dead), The Drummer Boy of Shiloh, The Minstrel's Return from the War, The Yellow Rose of Texas, Listen to the Mocking Bird, Juanita, Flag of the South, etc.

Purpose of the Committee is to encourage the singing of songs of the Confederacy and collecting Confederate Music for Memorial Building Library.

Richard B. Harwell, author of "Confederate Music", lists approximately 50 pages of titles of sheet music published in the Confederate States. This is an excellent guide in collecting for the Library.

## Part II

# Conventions

## GENERAL CONVENTIONS

The Annual General Convention is held the second week in November unless changed because of an emergency, in accordance with the By-Laws.

The basis of representation is prescribed in the By-Laws. Only duly elected delegates or their alternates, General Officers, Chairmen of General Committees, Ex-Presidents-General, Honorary Presidents of General and Division Presidents are entitled to vote.

On occasions when the Convention is self-entertaining, the Convention Chairman for the Organization shall serve as the General Chairman of the Convention.

## SUGGESTIONS FOR CONVENTION COMMITTEE

The first important step in the procedure for arranging a Convention is the preliminary visit to the Convention Hotel to set up all plans. The timing is very important. Two years in advance is not too soon to allow adequate time to carry out the multitude of details. Arrange to discuss plans with the person in the Hotel who will be responsible for the Convention. Insist that the hotel go over every detail on your check list.

### SUGGESTED CHECK LIST

Names of members of Hotel staff, Arrival and departure dates, Estimate of number attending, Complimentary suites expected, Hotel rate structure, Convention promotion, Arrangement for gratuities, Parking arrangements, Transportation requirements, Medical, Valet and Beauty parlor services, Adequate number of bell boys, Registration Desk-location, Dining room facilities—rates for meals, Room for business sessions, Hotel photographer and stenographer, and Arrange for the 4 Confederate Flags and the U. S. Flag to be used above entrance of Hotel during Convention.

### NAMES OF HOTEL STAFF

Learn names and, if possible, meet all members of hotel staff with whom the committees will work. In particular know by name. General Manager, Sales or Convention Manager, Office Manager, Clerks at hotel registration desk, Houseman (he will be called on often for most important help,) Housekeeper, Maitre d'Hotel and Auditor.

### ARRIVAL AND DEPARTURE DATES

Learn train and plane schedule. Urge all to state time of arrival and departure when writing for reservations.

### ESTIMATE NUMBER EXPECTED

Keep in touch with hotel as to whether number of delegates will be more or less than estimated.

## COMPLIMENTARY SUITES

Don't be timid about asking for the number of complimentary suites needed. Plan for a two-bedroom and parlor suite for the President General and similar accommodation for the General Convention Chairman. Many hotels have definite policy relating number of complimentary suites to size of convention.

## HOTEL RATE STRUCTURE

Find out how hotel rate structure is set up. Some hotels offer special convention rates. Request manager to show typical accommodations, also look at suites and inspect the least desirable rooms.

## PROMOTION OF CONVENTION

Ask for 500 post cards with picture of hotel. Have local committee members address these to members of convention with a personal welcoming message. Hotel will run through postage meter at no expense to committee. Also get glossy print of hotel, plus \$15 for cost of cut, for publication on cover of magazine. Write several preconvention articles for magazine.

## GRATUITIES

Have definite understanding as to overall gratuities to hotel staff to guarantee good service. Include tax and gratuity in price of special dinners.

## DINING ROOM ARRANGEMENTS

Investigate the various hotel dining rooms, coffee shops, cafeterias, drug store, sample the food served and ask for sample menus and the price scale for breakfast, luncheons, dinners, etc.

Experience has proven the success of special dinners to honor the special platform guests and speakers on Welcome Evening and Historical Evening, thus giving the General Officers an opportunity to meet those who will have a part on the programs.

When it is necessary to honor a large number of people at a dinner, it is best not to have a head table, but seat the honor guests at a number of small tables near a platform or podium to which they may be invited by the master of ceremonies.

Be sure that the ticket chairman writes names on reverse side of tickets for identification in the event that tickets are lost or misplaced.

Arrange for sufficient number of private meeting rooms for workshops.

Engage a suitable room for the Pages Ball.

Arrange for Properties Room to be located near the convention hall.

## CONVENTION TREASURER

A Convention Treasurer should be chosen from the General Convention Committee to handle all convention funds. These

should be deposited in a special bank account (national bank) and all checks should be signed by the treasurer and the General Chairman. This account should include monies from the sale of tickets and all other convention funds in order that the total cost of the convention may be reported by the committee for the auditor and the President General.

## CONVENTION SUPPLIES

Registration envelopes containing programs, pads, pencils, etc.; Display boards for notices near Registration Desk; display boards for press clippings, stop clock for timekeepers, scissors thumb tacks, cash box, typewriters, adding machine. These supplies to be kept in property room and checked out as needed.

The General Chairman will find it extremely useful to keep in a large inch and a half ring binder all the information she is going to need properly indexed. This should include correspondence from hotel, speakers, committees, musicians, etc.

## SPECIAL COMMITTEES

Appoint the following special convention committees: Registration, Decorations, Flags, Memorial Service, Music, Press, Pages Ball, Protocol, Program, Printing, Tickets, Parking, Transportation, Special transportation for President General, Personal Hostesses for General Officers and Ex-Presidents General.

Appoint special chairmen for Welcome Evening and Historical Evening.

The General Chairman must assemble all material for the printed program and the Convention Call. She must give the President General a full pre-Convention schedule, listing appointments for press, radio and television interviews, roundtables, etc.

Special U.D.C. Convention stationery is important because of the hundreds of letters completing arrangements that must be written. Answer all communications immediately—be specific, brief and courteous.

The General Chairman must have the authority to plan all the details in cooperation with the local hostesses, appointing as many local members as may be desired on committees, and then see that the plans as approved by the President General, are carried out by the committees which should be chairmaned by responsible individuals.

Remember — while this may be your first Convention as General Chairman — the Hotel is accustomed to handling conventions every day. They are set up and organized on a convention basis — trust their judgment and pride in cooperating with the committee to make the Convention the best ever.

## INSTRUCTIONS FOR CREDENTIALS COMMITTEE

It is the duty of this Committee to register Convention members, alternates and visitors, collecting the required registration fee and giving numbered receipt for same. Suitable badges shall be given.

A daily report shall be made to the Convention showing: Total number members in the Organization and the Chapter voting strength.

The report should also show: registered Chapter votes; registered proxies; and total voting strength of Chapters for the Convention.

The report should further include individual votes held by: General Officers, Ex-Presidents General, Honorary Presidents of General, Division Presidents, Chairmen of Standing Committees, and Chairmen of Special Committees.

Further it should give total voting strength to include Chapter votes as registered at Convention, plus the individual votes registered, and finally the total number of registered members and visitors attending Convention.

The Chairman should write members of the Committee in July to ascertain the number who will attend Convention; write a notice for the August Magazine offering advance registrations by mail as of September 1st; and schedule working hours for the members of the Committee at the Registration desk. Registration fees shall be turned over to the Treasurer General and a receipt secured for same.

## MEMORIAL SERVICES

A Memorial Service is arranged for each Annual General Convention by the Memorial Committee and is usually held on the Sunday afternoon preceding Opening Evening.

Flowers used for the Services should be placed later on a Monument or Marker dedicated to the Confederate dead.

## NEW BUSINESS — RESOLUTIONS

All new business must be submitted in writing to the Committee on New Business before it may be presented on the floor of the Convention. (This does not apply to recommendations in reports of General Officers.)

The Committee meets prior to the opening of Convention and 30 minutes before each Business Session.

It is suggested and very highly desirable that New Business and Convention Resolutions (except Courtesy Resolution) should be presented to the Committee before the opening of Convention, or better yet, mail them in advance to the Chairman, thus allowing ample time for study.

## PROPERTIES

The Properties Committee has charge of Convention properties, including flags, placards, and such other materials as may be requisitioned to be shipped two weeks in advance of Convention from the Business Office for use at General Convention.

It is the duty of this Committee to be in charge of the Properties Room established by the Convention Committee.

All properties should be "signed out" to the Committees or members needing same and "checked in" when they are returned.

An inventory of the requirements for Convention should be kept by the Chairman and a copy given to the Business Office.

The Committee should have all properties returned to the Business Office immediately following adjournment of the Convention.

## PAGES AND PAGE COMMITTEE

The President-General shall appoint the Chairman of Pages; not more than three Vice-Chairmen; two special pages, two marshalls, and two aides.

The President-General shall appoint ten pages who shall wear white ribbons three inches wide with the words "Page to the President-General" printed in red. For formal opening exercises of the Convention they shall wear white evening dresses. While on duty during the day they shall wear white skirts with red blouses.

Members of the Executive Committee and Chapter Presidents where there are no Divisions shall appoint one page each; and each Division President shall appoint two pages. They shall wear white evening dresses for Exercises on the first evening of Convention; and while on duty during the day shall wear white dresses with red ribbons, three inches wide with the word "Page" printed in black.

The age limit of pages shall be twenty-five years.

The Chairman of Pages shall secure the names of all pages and shall send letters of instructions to each one at least two months before the Annual Convention. She shall make hotel reservations for the Pages to the President-General and the Executive Committee. She shall list the names of all pages and send copies by August 15th to the General Convention Chairman and to the Chairman of the local Page Committee.

She shall be responsible for securing proper ribbons for Chairman of Pages, Vice-Chairmen, and for all pages except those appointed by the local committee.

She shall meet with the Chairman of the Properties Committee and the Chairman of the local Committee in order to properly place the placards of the various Divisions in the Con-

vention Hall. She shall confer with the Memorial Chairman and provide sufficient pages for the Memorial Service. She shall also arrange with the local Committee to see that seating arrangements for the Evening Exercises of the Convention are made on the platform. She shall arrange processionals.

The Chairman and Vice-Chairman of Pages shall have charge of the Convention Hall at all times except the opening evening at which time the hall shall be in charge of the local committee.

A sufficient number of pages shall be on hand at all times to meet the needs of the Convention, one page shall be stationed at each door to maintain quiet during the business sessions and to carry out orders from the Chair as to when the doors shall remain closed.

Pages shall be members of the Children of the Confederacy or the United Daughters of the Confederacy.

### MARSHALLS

The Marshalls shall assist the Page Committee in arranging the processions. They shall order music to begin at the scheduled hour, and see that processionals move into the assembly hall without delay. Late arrivals for processionals should not be considered. Marshalls wear white.

### AIDES

The Aides shall arrange for or carry the flags in processionals. A rehearsal should be held and Flag Rules should be observed in carrying and posting the flags. When there is no procession, flags should be properly posted in the assembly hall for Business and other Sessions. Aides wear white.

Further duties of the Aides are to serve the President General.

### OFFICIAL PROCEDURE FOR U.D.C. FUNCTIONS

The following arrangements for processionals, receiving lines and seating in the U.D.C. has been the procedure for many years.

The President General is the highest ranking officer of the Organization and therefore should be given the place of honor at all times. The Division President is the highest ranking officer in her own Division. Members should rise when the President General and the Division President are presented, and also at the entrance of the Processional. If the Governor of the State is present, the audience should rise when he is presented.

### FOR PROCESSIONALS

The order for processionals is as follows: Flags, carried by Aides or as they direct; Chairman and Vice Chairmen of Pages; Division Pages; Distinguished Guests, Ministers, Speakers, the General Convention Chairman and the Local Convention Chairman; Honorary Presidents of General; Ex-Presidents General; Pages to the General Officers; the General Officers, Pages to the President General; the President General.

Division Pages, walking at side of Division Presidents, carry the State Flags on Division Presidents Evening.

On Historical Evening, Division Historians and Recorders (no substitutes) are in the Processional.

In Division processions, the Division President is last; and in Chapter processions, the Chapter President is last.

### FOR RECEIVING LINES

For receiving lines, the order given above is reversed, with the President General heading the line, the Governor of State and, or, Mayor of City coming next, Minister and Speaker of the occasion, General Officers, Ex-Presidents General, Honorary Presidents of General, Convention Chairmen and hostess President or Presidents.

In Division Functions the Division President heads the line, with the President-General or her official representative next, except if a high ranking official of the United States Government, such as a Cabinet Member, should be present, he should be given the place of highest honor and the President General should occupy the next highest place of honor.

### FOR SEATING AT LUNCHEONS AND BANQUETS

At General Organization luncheons and banquets, the same order of precedence as given above holds true, the President General as hostess, occupying the place at the center of the table, distinguished government official and speaker ranking next, etc.

At Division social events, the Division President occupies the center place. If the President General is present, she should be placed at Division President's immediate right and the speaker on her immediate left, the other officers and guests following on each side in order of their rank.

At Chapter luncheons and banquets, the Chapter President as hostess, occupies the center seat with the Division President

at her immediate right unless the President General is present, in which case the President General is seated at the immediate right and the Division President at the immediate left of the hostess, the exception being that a high ranking government official is given the place of highest honor at President's right. (In Districts the District Chairman occupies the place at center of table, etc.)

Luncheon and Banquet Committees work with the Convention Committee to arrange seating on these occasions.

#### FOR PLATFORM SEATING

A complete diagram of the platform should be made for each meeting. Chairs should be tagged with names of persons who are to occupy them.

The General Page Chairman works with the Convention Committee in arranging for the seating of guests on the platform and for reserved seats in the assembly hall for other distinguished guests. Often, this means the Committee is on duty through recess.

#### FOR ASSEMBLY HALL SEATING

The General Page Chairman has charge of the arrangements for seating in the assembly hall and shall place the placards designating the Divisions' sections. (For Business sessions).

On the even calendar years, the last half of the Divisions arranged alphabetically by name shall be seated forward. On the odd calendar years, the first half of the alphabetically arranged list of Divisions shall be seated forward.

#### GREETINGS

Although there is no established rule, usually the highest ranking guest is introduced first.

One of the very great mistakes in planning programs is having too many greetings. It is unfair to a speaker who may have spent long hours in preparation of an address, to be presented after the audience has been wearied by a large number of greetings. If there are many official guests, one from those having the same rank may be asked to bring the greetings from each group.

## Part III

## Divisions

## SUGGESTED DUTIES FOR DIVISION OFFICERS

These duties correspond to the respective General Officers in promotion of the special work and objectives of each.

Upon election, officers should make sure to have the following materials: Copies of Division and General By-Laws, Division and General Minutes, the U.D.C. History, the Handbook, Ritual and subscription to the U.D.C. Magazine.

It is the responsibility of each officer to familiarize herself immediately with the duties of her office.

## INSTRUCTIONS FOR DIVISION TREASURERS

The Division Treasurer should read carefully the "Guide for Chapter Treasurers."

After the Division Treasurer receives the Chapter Report on Form No. 3 for payment of dues, she should check same for correctness.

She then makes up Report on Form No. 2 in duplicate, keeping one copy for the Division file. The Original is then attached to the Original of the Chapter's Report for the Treasurer General, accompanying same with check for the necessary reinstatement fees and dues.

Contributions received for General are forwarded to the Treasurer General by a Division check to cover the amounts, designating amount for each fund.

## DIVISION REGISTRARS

1. Follow the same procedure as for Chapter Registrars in checking and signing application and transfer papers. (Read Chapter Registrars Instructions.)

2. Make monthly report in triplicate (Form 14) of all applications and transfers received, listing in two groups on the same sheet, and arranging alphabetically by towns.

Attach to the report for Registrar General all application and transfer papers, and check made payable to the "Registrar General U.D.C." for fees and dues. This report should be sent as soon after the 20th of the month as possible.

One copy of the monthly Form No. 14 report is sent to the Division Treasurer and one retained for the Division Registrar's file.

DO NOT SEND PAPERS TO THE REGISTRAR GENERAL UNLESS THEY ARE COMPLETE AND THE CORRECT FEES ARE ATTACHED WITH MONTHLY FORM NO. 14 REPORT.

DO REFER to "Organization of New Chapters and Divisions" and "How to Become a Member" in the Handbook.

It is suggested if the Registrars do not have the proper materials for office that they be supplied the necessary By-Laws, Handbook, etc., by the Chapter or Division as the case may be.

### DIVISION PRESIDENT'S DUTIES RELATING TO GENERAL

The President is the chairman of the Division's delegation to the General Convention, and as such, gives the report of Division activities.

On a Roll Call vote, she casts the ballot (written in the presence of the delegates) according to instructions of the Division Convention, or, if not instructed, she has the responsibility of holding a caucus of duly elected delegates and alternates (not visitors.) The ballot, when agreement is reached, should be prepared in the caucus, showing the number of votes cast for the different candidates, or, for and against a motion. The President may cast the vote in caucus for chapters not represented by delegates. The President also has a personal vote as a member of the convention which must be cast in person. (11.03 and Standing Rule 7 of Section 2.)

Three copies of the Division Report with rating sheet attached should be sent by October 15 to the First Vice President-General for judging. Reports in triplicate should be forwarded to the Recording Secretary-General before November 1st.

Rosters in triplicate of Division and Chapter Officers (only those corresponding with the General Officers) should be sent before Nov. 1st to the Recording Secretary-General. These should include addresses with zone if possible and the number of active members in each chapter. These rosters should be alphabetically arranged according to towns in the Divisions, and should include name, address, and office.

All reports should be typed, double spaced, on 8½x11" typewriter paper.

By September 15, send a list in duplicate of deceased members, alphabetically arranged, to the General Memorial Chairman.

\* \* \* \*

At the opening business session of the General Convention, the Division President, on roll call, presents her state flag to the First Vice President-General, and it is taken by a page to the rear of the stage and placed in holder with flags of the other states. There is no procession at this time — the president and her page sit in the Division's reserved section awaiting roll call.

At the Memorial Hour, she gives the number of deceased

members of her Division at the Roll Call of States. When special memorials are to be given for an ex-Division President or member from the state who has served the General Organization, it is her duty to give these, or appoint a member for this purpose. (By-Laws 8:14 and Standing Rule 22, Section 1.)

On Division Presidents Evening she and her page with state flag are in the procession.

As a member of the General Executive Board, she attends meetings of this group at convention and at the midterm in Richmond.

She promotes in her Division, all the work and activities of the General Organization.

In addition to District meetings, Division Presidents will find that a newsletter to Chapter Presidents, Division Chairmen, etc., sent several times during the year, will prove an aid in keeping chapters informed of their responsibilities.

# Part IV

# Chapters

## CHAPTER MEMBERS

Chapter members should realize they are first members of the general organization and that all memberships are based on the sacred heritage of their forbears.

As each member takes her place in the ranks of the organization, she should pledge her best efforts and judgment in behalf of its objectives and those of the division and chapter. Her active participation assures her greater joy in her U.D.C. associations.

## CHAPTER OFFICERS

Parliamentary helps and duties of Chapter Officers may be found under the various explanations of the duties of General and Division Officers in the Handbooks and in Chapter, Division and General By-Laws. These should be studied in order to carry out the functions of the organization. Other valuable information is available in the U.D.C. History and through the pages of the Magazine.

All officers should keep a loose leaf note book to hand on to their successors.

## GUIDE FOR CHAPTER TREASURERS

STUDY this Guide often; always before sending checks or reports.

- A. Dues, reinstatement fees and contributions for Division and General projects are sent to the Division Treasurer.
- B. Blanks (Form No. 3) for Reports are supplied free by the Division Treasurer for listing the names of members on whom dues are being paid.
- C. Write to the Division Treasurer about: Dues, Reinstatements Contributions and Report Forms.
- D. Make checks payable to the state "Division Treasurer UDC" (do not use name of treasurer). Make checks for the correct amounts.
- E. Deposit promptly all checks received.
- F. Familiarize yourself with duties of the office by studying Chapter, Division and General By-Laws and UDC Handbook.

### D O - REMEMBER :

1. Dues are due October 1
2. Dues should be sent Division Treasurer on all members by February 20.
3. Use No. 3 Report Form—make three (3) copies, type-

written, of all members on whom dues are being paid. List them according to INSTRUCTION on the Report Form, arranging names alphabetically, etc.

4. List names of deceased, resigned, transferred, and dropped members on the bottom of the Report, and in a separate group from the ACTIVE MEMBERS.

5. Check Report carefully and against previous year's report. Send the Division Treasurer the Original and ONE copy of the Report. Keep one for the Chapter file.

Be sure to sign check, make it for the correct amount and attach to the Report for the Division Treasurer.

6. Members are delinquent after March 1st, and will be dropped after July 1st by General.

7. New members paying dues after Sept. 1, shall be counted in the next UDC year.

8. New Member's dues are included with her papers to the Division Registrar and should not be sent the Division Treasurer by the Chapter Treasurer.

9. A member having resigned in good standing from an active chapter may be reinstated by paying the current year's dues, provided the resignation was reported to the Division Treasurer and Treasurer General.

A member dropped for non-payment of dues may be reinstated upon payment of one year's back dues, the current year's dues and a reinstatement fee of \$1.00 which is sent to the Treasurer General by the Division Treasurer. (Do not send this to Registrar General.)

(Give the Division Treasurer the last date the member paid dues before requesting reinstatement.)

10. Send Division and General Contributions to the Division Treasurer as soon as possible, but before July 1st. All contributions may be included in the same check--but be sure to write on check or separate sheet the amount for each Division or General Project.

If Chapter Treasurers do not have Chapter, Division and General By-Laws, and UDC Handbook, it is suggested Chapters should supply them.

## INSTRUCTIONS FOR CHAPTER REGISTRARS

### Part I

1. Study Instructions often, always at the time membership application papers are being checked.

2. The membership application papers shall be in triplicate.

3. Begin by checking only ONE Copy at the time.

4. Read each line on page one carefully to see if INSTRUCTIONS written under the lines are followed.

5. Be sure that only ONE CONFEDERATE VETERAN is used on the application.

6. See that Veteran's full name is TYPED OR PRINTED.

7. See that Applicant's full name is TYPED OR PRINTED.

8. Begin page 2 of the application by seeing that the INSTRUCTIONS at the top of the page are carried out in filling in the lineage through the Confederate Veteran.

9. On Page 3 — the name of applicant's Confederate Veteran should be on the first line.

10. Following the name of the Confederate Veteran, make sure the requirements asked for are COPIED in the spaces provided on the page. Be sure that ORIGINAL OR CERTIFIED COPY OF VETERAN'S SERVICE RECORD IS ATTACHED.

11. After checking the few lines on page 4 to be certain that all of the paper is complete and that it has been notarized with seal, the Registrar signs her name on the designated line.

12. Now, verify the other 2 copies of the application by the one checked and, if correct, the Registrar signs both of them.

### Part II

A. Have the Chapter President and Recording Secretary sign and date all copies of the Membership Application papers.

B. Attach checks to the application papers for General and Division dues and fees.

General fees include: Initiation, \$2.50; Certificate, \$1.00; and dues, \$1.50 or a total of \$5.00 for each applicant.

Then consult Division By-Laws to ascertain the amount of its dues and to whom check or checks should be made payable by the Chapter Treasurer. (Some Divisions require one check for all fees and dues be made to the Division Registrar—others require two checks, one for the Division Treasurer for Division fees and dues and one to the Division Registrar for General Fees and Dues).

### Part III.—Transfers

Transfer blanks in triplicate shall be issued upon request to a U.D.C. member in good standing. These shall be copied by the Chapter Registrar from the member's application or previous transfer, and shall be signed and dated by the proper officers before giving to the member.

These papers shall be presented by the member within three months to the chapter she wishes to join.

There is no transfer fee.

If a C. of C. member is transferring to a U.D.C. Chapter, the C. of C. Chapter fills out yellow transfer papers in triplicate and sends them to the Business Office for verification, thence they are sent to the Third Vice President General for signature before the member may present them to the U.D.C. Chapter Registrar. (The C. of C. member pays no initiation fee, but all other new member fees.)

When the Chapter Registrar receives transfer papers from a U.D.C. member or a C. of C. member, she handles them the same as membership application papers.

(If a U.D.C. or C. of C. member transfers after Sept. 1st, dues for the coming year are paid through the new chapter.)

### Part IV

DO Write the Business Office:

About errors or Copies of CERTIFICATES.

For information on papers after members have been approved.

DO Remember that only application and transfer papers for ACTIVE MEMBERSHIP are handled by the Chapter Registrar.

DO Send correct amount of fees and dues with all applications and all\*transfer papers to the Division Registrar.

DO NOT Send any papers to the Division Registrar unless they are COMPLETE.

### SUGGESTIONS FOR CHAPTER PRESIDENTS

Open and close meetings on time. Prepare a written agenda, copy of which should be given to the recording secretary. The order of business should follow with necessary modifications, in the General By-Laws, Section III—Conventions—Rule 5.

By the tactful use of recognized parliamentary procedure, no member or group of members should be allowed to monopolize a meeting and all officers and chairmen should be ordered to observe rules and time limits on reports, etc. The basis for parliamentary rules is courtesy—recognizing the privilege of the minority as well as the majority.

A plan of cooperation with General and Division projects, observance of Confederate birthdays, etc., should be worked out with the program committee with the approval of the executive committee of the chapter. Study should be made of the scope and requests from General Standing and Special Committees, with special attention to the Historian-General's program and the monthly messages from officers and chairmen in the U.D.C. Magazine.

Attend District and Division Conventions, taking as large a delegation as possible to each, and attend the General Conventions if possible. Your associations with leaders from other chapters as well as your division and general officers, will be priceless and the information you receive will prove of value in many ways.

It will be the President's duty to see that officers and chairmen not only carry out their responsibilities, but send in the proper reports at the proper time.

Small chapters will find it necessary to group several committees under one chairman so that no activity need be neglected.

At all times stress the objectives of the organization: Historical, Educational, Benevolent, Memorial and Social.

Part V

Memorial Building

## MEMORIAL BUILDING

The Memorial Building to the Women of the Confederacy was completed in 1957, and all remaining indebtedness against it was paid in 1958.

The building is situated at 328 North Boulevard, Richmond 20, Va., in Robert E. Lee Camp Memorial Park. This park was created in 1934 by an act of the Assembly of Virginia which states in part that "said tract of land has long been the site of the home for Confederate Soldiers, Sailors and Marines, and is thus intimately associated with Confederate memories . . . and is also near the Confederate Memorial Institute and the Home for Needy Confederate Women, and for said reasons will constitute a peculiarly fitting and appropriate location for a Confederate Memorial Park . . .".

In 1892 the R. E. Lee Camp No. 1, Confederate Veterans, had deeded 25 acres of land to the State of Virginia in consideration of the state maintaining a home for its veterans of 1861-65.

In the act of 1934, the following restrictions were established: "that no further buildings shall be erected on said property for any purpose except one building of proper design, approved by the Art Commission, and of proper fireproof construction, to be used as a museum for the housing and display of mementoes, relics and other personal property of historical significance because of its association with the Southern Confederacy, and especially relics of R. E. Lee Camp No. 1, Confederate Veterans".

Under the foregoing restrictions, in 1950 the Commonwealth of Virginia deeded to the United Daughters of the Confederacy the lot 200 by 265 feet.

Construction of the Memorial Building is principally of Georgia marble, with entrance doors of architectural bronze decorated with the organization's insignia. The walks are of red Virginia brick. The 1958 Auditor's Report lists the value of the building and lot at \$500,000.00.

Memorial Building houses the Business Office, Records Room, Library and Museum. There are also the Great Hall, Reception Hall, Lounge, Committee Room, Dining Room, Powder Rooms, Kitchen, Storage Rooms and Basement.

There are Memorials to Confederate Heroes, to the Women of the Confederacy, the Co-Founders of the Organization and others; a number of very valuable relics from the R. E. Lee Camp, beautiful antique furniture, lamps, etc., gifts from Daughters, Chapters, Divisions and friends. Thus the building fulfills its dual purpose as a headquarters building and as a Memorial to the Women of the Confederacy.

It is open to the public on scheduled days as advertised in the U.D.C. Magazine and through the Press, and the Library is open similarly for research.

MEMORIAL BUILDING LIBRARY

The Memorial Building Library is dedicated to the Organization's Founder, Mrs. Caroline Meriwether Goodlett of Tennessee.

It was established for the purpose of research in all fields relating to the Confederacy.

The Library contains many extremely valuable—indeed, priceless—volumes of books on its shelves. (None are allowed to be taken from the Library.)

A group of prominent historians and experienced librarians who hold high office in Virginia libraries and universities, serve as a volunteer advisory committee.

A record is kept of gifts and names of donors, also a card file, indexed by book title and author for ready reference for those doing research and seeking information concerning the Confederacy.

#### OFFICE ASSISTANCE - FURNISHINGS - GROUNDS

The Office Assistance, Furnishings and Grounds Committees aid the President General greatly in the direction and operation of the Business Office and the Memorial Building properties. The names of these Committees imply their duties.

Men of recognized ability in the fields of art, architecture, decorating and landscaping, serve as volunteer advisers in these capacities.

## BUSINESS OFFICE

Through the Business Office is directed the purchase of supplies, equipment and stationery; also bids on printing and bookbinding.

The Business Office also handles sale of books, pamphlets and other supplies published and sold by the organization.

Here also is provided assistance for the various officers, committees and divisions.

The Business Office is dedicated to the memory of Mrs. L. H. Raines of Georgia, Co-Founder of the Organization.

Office hours are — 9 a.m. to 5 p.m. daily, Monday through Friday.

## PUBLICATIONS

U.D.C. History .....	\$3.25 each
Handbook .....	.50 each
Ritual .....	.25 each
General By-Laws .....	.35 each
Catechisms (30 or more at .35 ea.) .....	.40 each
Catechisms (Adult) Singly .15 each; (Tyler) 7 for 1.00	
Current General Minute Book (prices on request)	
Old Gen. Minute Books.....	.25 each
Certificates of Merit (Awarded by Divisions)....	.50 each
Color Prints with History of Confederate Flags.....	.60 each
(Size 9"x12" for framing)	
Confederate Flag Booklets (Confederate Museum Edition) (color) .....	.25 each
"War Between the States" (leaflets) singly, .05 each	
Per hundred .....	1.00
"The Confederate States Post-Office Department— Its Stamps and Stationery" (Deitz).....	1.00 each

## SUPPLIES

Membership Application, Transfer and other Blanks (Refer to current General Minutes)		
"Copy" of Membership Certificate.....	1.00	each
Rebel Yell Records .....	2.00	each
Post Cards in Color—Memorial Building (per hundred) (6 for .25)	4.00	
Gummed Blue and Silver Confederate Seals (6 for .25) (2" in diameter) (per hundred)	4.00	
Book Plates (.04 each) .....(per hundred)	3.00	
Official Stationery (sizes and prices on request)		
Jefferson Davis Highway Maps.....	1.00	each
Jefferson Davis Highway Booklet (until new booklet is printed)		N/C
"How To Become a Member" leaflets		N/C
"Work Sheets" for Membership Applicants		N/C
Division Registrars' Report Blanks—Form No. 14		N/C
Chapter (Form 3) and Division (Form 2) Treasurers' Report Blanks		N/C
"Rules for Business Office" Pertaining to General Officers (furnished to General Officers only, on request)		N/C

# Part VI

## Miscellaneous Information

## ANNUAL GENERAL AWARDS

The General Organization gives annually from the dues fund of members, the following: General Robert E. Lee Memorial Silver Saber (replica of Gen. Lee's dress sword) to the ranking graduate in Mathematics at the United States Military Academy, West Point, N. Y. (1928); Matthew Fontaine Maury Memorial Binoculars to the midshipman in the 3rd class who excels in Physics at the United States Naval Academy, Annapolis, Md. (1926); Admiral Raphael Semmes Memorial Marine Binoculars for the highest standing in Applied Science at the United States Coast Guard Academy, New London, Conn. (1958); Lieutenant General Claire L. Chennault Memorial Bowl for the highest rating by a graduate in Basic Science at the United States Air Force Academy, Colorado (1959); and the "Stonewall Jackson Memorial Silver Pitcher for excellence in Physics at the Virginia Military Institute, Lexington, Virginia (1958).

The President General arranges for these awards and the presentations.

## CERTIFICATES OF MEMBERSHIP

Each registered member shall be given a Certificate of Membership. These Certificates are prepared in the Business Office from records and papers sent to the Office by the Registrar General. They are distributed through the Division Presidents.

Copies of Certificates may be obtained from the Business Office for \$1.00 each.

All correspondence concerning Membership Certificates should be sent to the Business Office.

## SUGGESTED MODEL FOR CHAPTER BY-LAWS

This model is suggestive—it is not an official form, and should not be regarded as inflexible. Needs must be determined by local conditions, and the size of the chapter. In changing this model be sure that no provisions are in conflict with Division and General By-Laws. Also remember to send By-Laws, amendments or revisions to the Division By-Laws Chairman for approval before presenting to chapter for adoption.

By-Laws of the.....Chapter No.....  
of the  
United Daughters of the Confederacy

### *Article I—Name*

1.01. The name of this organization shall be the.....  
.....Chapter of the United Daughters of the  
Confederacy.

## *Article II—Objects*

2.01. The objects of this Chapter shall be Memorial, Historical, Educational, Benevolent and Social.

## *Article III—Eligibility*

3.01. (Here print verbatim the eligibility for membership as given in the General By-Laws, Article III or in Handbook.)

## *Article IV—Membership*

4.01. The membership of the chapter shall be active, associate and honorary.

4.02. *Active.* Only active members shall have the privilege of voting, holding office, serving as delegates or alternates to District, Division or General conventions and be listed on the chapter roll sent to Division Treasurer or Treasurer-General, where no Division.

An applicant for active membership in this chapter shall be endorsed by two members of the chapter in good standing to whom the applicant is personally known. Upon favorable action, the Chapter Registrar shall send to the applicant triplicate application papers for membership which shall be properly filled out, signed, containing proof of eligibility and returned, accompanied by the proper fees and dues.

The Chapter Registrar shall send these to the Division Registrar. (Ref. "How to Become A Member.)

In the event the applications cannot be verified, they will be returned with fees and dues, except \$1.00 to cover mailing costs.

4.03. *Associate.* Upon the written recommendation of two of its members the chapter or executive board, by a majority vote may elect to associate membership a member in good standing of another chapter who resides a part of the time in the locality of the chapter. The amount of associate dues is set by the chapter.

4.04. *Honorary.* Honorary membership may be conferred on members of the chapter, active members of other chapters who have done outstanding service for the chapter or upon those who are unable to prove eligibility for active membership but desire to assist in carrying out the objectives and projects of the United Daughters of the Confederacy.

4.05. *Transfers.* Any registered member in good standing may transfer from one chapter to another. Upon request to her chapter she shall be given transfer papers in triplicate copied from her application or previous transfer. These shall be presented within three months to the chapter to which she has been invited to transfer and shall be handled in the same way as application papers.

A member transferring after September 1st shall pay dues for the coming year through the new chapter.

4.06. *Reinstatement.* A member having resigned in good standing from an active chapter may be reinstated by paying the current year's dues, provided the transfer was reported to the Treasurer-General.

A member dropped for non-payment of dues may be reinstated upon payment of one year's back dues, the current year's dues, plus a reinstatement fee of \$1.00 charged by General.

## *Article V—Officers and Elections*

5.01. The officers of the chapter shall be: President, Vice President, Second Vice President, Third Vice President, Recording Secretary, Treasurer, Registrar, Historian, and Recorder of Crosses.

5.02. *These officers shall be elected biennially by ballot in the even years and a majority of votes cast shall constitute an election.* If there is only one candidate for each office, the vote may be *viva voce.*

5.03. *Any active member is eligible for office if she has been a member of the chapter for one year.*

5.04. No member shall be eligible to hold more than one office at a time, and no officer shall hold the same office for two consecutive terms.

5.05. Vacancies occurring in office shall be filled by the president. An officer so appointed shall serve until the end of the unexpired term. If the unexpired term is less than one year, the member is eligible for election to a full term.

## *Article VI—Duties of Officers*

6.01. The President shall preside at all meetings of the chapter; fill vacancies occurring in office; appoint all committees; sign all applications and transfers; serve as ex-officio member of all committees except the nominating committee; and shall be the chief executive officer of the chapter.

6.02. The First Vice President shall, in the absence of the President, perform the duties of that office. She shall be chairman of pins, badges, and medals.

6.03. The Second Vice President shall have charge of the education and scholarship work of the chapter and shall be governed by the Rules of the General Organization on Scholarships.

6.04. The Third Vice President shall be the director of the

Children of the Confederacy Chapter, auxiliary to the United Daughters of the Confederacy.

6.05. The Recording Secretary shall keep in permanent form the minutes of all meetings of the chapter and executive board; keep an alphabetical roll of members, lists of committees, and shall assist in the assembling of the chapter yearbook.

6.06. The Treasurer shall receive all dues, contributions and other funds of the chapter, give receipt for same and deposit them in such national bank or banks as designated by the chapter. She shall disburse same as provided in chapter budget and as directed by the Chapter and with the written authorization of the Chapter President who may also be a co-signer of the checks. (See "Guide for Chapter Treasurers").

6.07. The Registrar shall receive all applications for membership and transfers accompanied by proper fees and dues, and, after reviewing same for possible errors or omissions, she shall send to Division Registrar. She shall be the custodian of approved blanks returned to her and at the expiration of her term of office, shall turn over all papers to the incoming Registrar.

6.08. The Historian shall cooperate with program chairman in arranging historical programs, (following Historian-General's outline and magazine articles); collect documents and writings of interest relating to the Confederacy, preserving them in a scrapbook or otherwise which is sent annually to the Division Historian for judging; send essay titles to schools; receive essays for judging and send on to Division for further competition. She should review the histories used in the local schools, and direct all historical work of the chapter in cooperation with the Division and General.

6.09. The Recorder of Crosses shall upon request give application blanks for Crosses, send completed papers with all fees to Division Recorder, and assist the President in the bestowal of Crosses. (Reference — Rules for the Bestowal of Crosses.)

#### *Article VII—Committees and Duties*

7.01. Committees may be appointed to correspond to those of the Division and General, or such as may be necessary to carry on the work of the chapter.

1. A Nominating Committee of five members shall be elected by the chapter to submit a qualified candidate for each office. Nominations may also be made from the floor. This committee should be elected early enough to submit a slate one month before election.

2. A Finance committee composed of five members including the President and Treasurer shall be appointed by the President to plan a budget, consider requests for funds, arrange for necessary fund-raising activities, and recommend the amount of Chapter dues.

#### *Article VIII—Fees and Dues*

8.01. The annual dues of this chapter shall be \$..... which shall include \$..... for Division dues and \$1.50 for General Dues.

8.02. New members, in addition to the annual dues, shall pay \$..... entrance fee, \$2.50 General initiation fee, \$1.00 Certificate fee, or a total of \$.....

8.03. Dues are payable on October 1st of each year and delinquent January 1st. On February 1st the treasurer shall notify all members in arrears.

8.04. On or before February 20th of each year, the chapter treasurer shall send to the Division Treasurer (or Treas. Gen. where no Division) all Division and General dues and reinstatement fees, using Form 3, Chapter Treasurers Report Blank. All contributions for Division and General projects should be sent before June 20th.

8.05. Members whose dues have not been received by the Treasurer-General before July 1st are automatically dropped from membership in the general organization. Reinstatement of such members shall include the year in arrears, the current year's dues and a fee of \$1.00. (See Gen. By-Laws 10:05 B.—"How To Become A Member".)

8.06. Dues for Associate members shall not include Division or General fees and dues and their names are not listed on Form 3, nor carried in the list of active chapter members.

#### *Article IX—Meetings*

9.01. Unless otherwise ordered by the Chapter, or by the Executive Committee, regular meetings shall be held on the..... of each month from..... to..... inclusive.

9.02. The regular meeting in..... shall be known as the annual meeting, and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business which may arise.

9.03. Special meetings may be called by the President and shall be called upon the written request of..... members.

9.04. ....members shall constitute a quorum.

#### *Article X—Parliamentary Authority*

10.01. "Roberts' Rules of Order Revised" shall be the parliamentary authority of this Chapter.

#### *Article XI—Amendments*

11.01. These By-Laws may be amended at any regular business meeting of the Chapter by a two-thirds vote, provided the proposed amendment had been submitted in writing at the previous regular business meeting. Amendments shall become effective upon adjournment of the meeting at which they are adopted.

11.02. Any amendment adopted by the General Organization affecting Historical proof of Eligibility and the requirements for membership shall automatically change requirements in the By-Laws of the Chapter without notice of amendment. (General By-Laws.)

\* \* \* \*

#### **DAYS OF OBSERVANCE**

The birthdays of Jefferson Davis, President of the Confederate States (June 3), Robert E. Lee, Commander-in-Chief of the Confederate Army (January 19), Raphael Semmes, Rear Admiral of the Confederate States Navy (September 27), Commodore Matthew Fontaine Maury (January 14) Admiral Franklin Buchanan (September 17), Thomas J. (Stonewall) Jackson (January 21), Memorial Day, and U.D.C. Founders' Day (September 10).

#### **ESSAY RULES**

1. There is no word limit. As long as the writer has something enlightening to say, she may say it. A scholarly approach is essential. Footnotes citing authorities are required. Direct quotations must carry quotation marks. Complete bibliography must be given.

2. Papers must be typed, double spaced and signed with fictitious name. Real name, chapter, and address of writer must be contained in sealed envelope—fictitious name and subject of essay, on outside of envelope. Writers should retain carbon copies.

3. The term "Civil War" should not be used unless in a quotation.

4. Essays must be sent by September 1st to Division Historians who will select the two best on each subject and forward to Historian General by Oct. 1.

5. Winning essays become the property of the United Daughters of the Confederacy and cannot be used in any way without the written consent of the Historian General.

They will be filed with the Filing and Lending Department or used in the Magazine or for any other purpose desired by the Historian General. They may be borrowed by request to the Chairman of Filing and Lending, Memorial Building, 328 North Blvd., Richmond.

## THE FLAG OF THE UNITED STATES OF AMERICA

*I Pledge  
Allegiance . . .*



(Stand facing the flag, place ungloved hand over heart, and hold in position while repeating the words of the Pledge—dropping arm to side before giving Salute to the Confederate Flag.)

### PLEDGE OF ALLEGIANCE TO THE FLAG OF THE UNITED STATES OF AMERICA—

I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands—one Nation under God, indivisible, with liberty and justice for all. (Francis Bellamy.)

The Flag of the United States should always be carried in front of or to the right of other flags. State flags should be arranged in alphabetical order by States. (See — U.S. Flag Code.)

When posted on a platform, the United States Flag should be to the right of the presiding officer.

When posted on the floor of an assembly hall, it should be to the right of the audience.

An Eagle should be placed on the standard of the United States Flag.

Spears should be used on flags of the Confederacy and of the states

**NATIONAL ANTHEM** — The preferable position to be taken during the playing or singing of the National Anthem according to the U.S. Flag Code is stand as for the pledge of Allegiance to the United States Flag.



First Flag

The first National Flag adopted by the Confederate States of America was the Stars and Bars. It was raised over the Capitol Building in Montgomery, Ala., at sunrise March 4, 1861, while the Provisional Congress was holding its first session, being unfurled by a granddaughter of President John Tyler of Virginia. This Flag is the one used by the United Daughters of the Confederacy.

Second Flag

At the battle of Manassas, July 21, 1861, General Beauregard was anxiously hoping for reinforcements while holding his ground against great odds. In the dust and heat the Stars and

Bars could hardly be distinguished from the Stars and Stripes. A new design was adopted in September of 1861. This Battle Flag followed the cause to the end. It was the insignia of the United Confederate Veterans.

The Confederate Battle Flag was a square flag, finished around with a narrow edge of white.

The Confederate Navy Flag was an oblong flag of the same design as the Battle Flag except without the white binding.

### Third Flag

The likeness of the Stars and Bars to the Stars and Stripes often caused confusion, therefore the Confederate Congress on May 1, 1863, adopted this design for a new National Flag. The first of this pattern was sent by President Davis to enfold the body of Stonewall Jackson, and because of this it was sometimes called the Jackson Flag. It was also called the Stainless Banner. This is now the Flag used by the Children of the Confederacy.

### Fourth Flag

It was found that the third Flag, when hanging limp, could be mistaken for a flag of truce, so on March 4, 1865, Congress again changed the design of the National Flag. It was the last Flag of the Confederacy. In a few days Congress adjourned and the Flag was not made until some time later, when its design was found among the Records. It is now used by the Sons of Confederate Veterans.

### SALUTE TO THE CONFEDERATE FLAG

I salute the Confederate Flag with affection, reverence, and undying remembrance. (Written by Mrs. James Henry Parker, N. Y. Division, and adopted in 1933 by the General Organization). (Take same position for the Salute as for the Pledge).

### THE BONNIE BLUE FLAG

The origin of the Bonnie Blue Flag is obscure. It seems to have been used as a Secession banner as it was seen on the streets of Montgomery during the first Session of the Provisional Congress of the Confederate States of America.

The first battle song of the Confederacy, "The Bonnie Blue Flag", was written (three verses) by the Irish comedian, Harry McCarthy, who was performing in Jackson, Mississippi when the Ordinance of Secession was enacted in the State house chamber in 1861.

The immediate popularity of the song gave immortality to the banner. It is a square blue flag with a single white star.

## GENERAL MINUTES

A GENERAL MINUTE BOOK shall be published annually. Manuscript for same shall be delivered to the publisher by December 15th.

**CONTENTS.** The Minute Book shall contain the following: Reports of all business transacted at the General Convention, reports from officers, chairmen of standing and special committees, Division Presidents, Chapter Presidents where no Division, auditor's report, rosters of General, Division and Chapter officers and addresses, charter number, number of members, etc. (Refer to Standing Rules.)

**DISTRIBUTION.** One copy of the General Minutes shall be sent without charge to the following: General Officers, General Chairmen, Division and Chapter Presidents, Ex-Presidents-General, Honorary Presidents of General, Library of Congress and to other libraries as deemed important.

The General Minute Book which is sent annually without charge to each Chapter President in the Organization, is intended for the Chapter and should be passed on to the succeeding Chapter President.

When a new General Minute Book is received, the previous book should be placed in the Chapter's file or library for reference.

## GRAVE MARKERS

United States Government Grave Markers may be secured without cost if war records of soldiers can be given. Apply for proper application forms to the General Chairman, Markers for Confederate Graves.

Iron Crosses fashioned after the Cross of Honor, and established by the Organization, may be used in lieu of Government Markers if desired and when war records are not available.

Prices of the Iron Crosses may be secured by writing direct to; Union Iron Works, Union, South Carolina.

## HANDBOOK

The Handbook is published as a guide for Chapters, Divisions and Members in promoting the work of the United Daughters of the Confederacy.

Each officer, chairman and member should have a copy of this Book and it would be desirable for chapters to present copies to new members.

It is hoped that information contained in the Handbook will stimulate interest, initiative, and accelerate activity in the projects and purposes of the organization.

Great responsibility and challenge face the entire membership through the centennial years of the War Between the States.

No member can know too much about the UDC, its background, and the history of the Confederacy it endeavors to make real and true. The UDC itself is a dedication to the Confederate Veteran and the Southern Confederacy. The Organization is admonished today, as never before, by the words of the great Southern poet, Father Ryan, "Keep faithful watch and true, for the living and the dead, have now no guard, save you."

## HELPS FOR MEMBERS

Essential Qualities of the membership are:

An interest in one's heritage and a knowledge of the UDC and its great objectives.

Enthusiastic participation in the projects and activities of the General Organization and the Chapter.

Acceptance of the principles of organization that the combined strength of all makes for greater progress and achievement.

Every member should: Subscribe to the Magazine; Own a copy of the Handbook; Make a study of the U.D.C History. All members should have an understanding concerning dues and obligations which are explained in the Handbook under "How to become a Member."

## INSIGNIA

The design for the Insignia of the organization was presented by Mrs. L. H. Raines when the United Daughters of the Confederacy was organized.

It consists of a reproduction of the Confederate flag (Stars and Bars), in white, blue, and scarlet enamel, surrounded by a laurel wreath, with the monogram "U.D.C." under the flag, and the dates "61-65" on the loops of the bow that ties the wreath. This badge may be suspended from a bar to designate the State, worn only over the left breast at the United Daughters of the Confederacy meetings and on such occasions as are worthy of its display. A specially enlarged and jeweled badge of this design, suspended from a bar having the words, President-General, shall be the insignia of that Office, and shall be the property of the Organization.

The following ways are suggested to dispose of the Insignia of a deceased member. It may be buried with the member; May be given another member of the organization; Or it may be returned to the First Vice President General as a gift to the Organization.

Members should guard against the Insignia falling into the

hands of second-hand merchants. (Refer-First Vice President General for pins, badges, Insignia). (See Current General Minutes for prices).

### SEAL

THE SEAL OF THE UNITED DAUGHTERS OF THE CONFEDERACY shall be a reproduction of the Great Seal of the Confederate States of America, with the addition of the inscription "United Daughters of the Confederacy" on the outer rim. Charters and other official documents issued by the General Organization shall bear the impress of the Seal of the Organization.

The insignia or seal of the United Daughters of the Confederacy shall be printed only upon such books and pamphlets as are for the use, or intended to be sold, for the benefit of this Organization. The use of the name, seal, or insignia of the United Daughters of the Confederacy for business purposes, other than the business of this Organization, is especially prohibited.

#### Description of the Great Seal of the Confederacy

The Great Seal of the Confederate States of America was adopted by the Confederate Congress February 22, 1862. The meaning of the symbols is clear—an equestrian statue of George Washington surrounded by a wreath depicting the principal agricultural products of the Confederacy: cotton, tobacco, sugar cane, corn, wheat and rice; and an outer circle consisting of the words, "The Confederate States of America, 22 February, 1862, and the motto, "Deo Vindice" (God Favor our Cause).

### JEFFERSON DAVIS MEDAL

At the Los Angeles Convention in 1941, Mrs. John L. Heiss, Historian General, presented a design for the Jefferson Davis Medal to be offered "for excellence in history, essay, writing, declamation and any other points of splendid attainment in keeping with the organization's aims and purposes."

The medal is most beautiful in design having a red enamel Maltese Cross in the center bearing the U.D.C. Monogram, surrounded by a circular band of white enamel, on which is etched, Jefferson Davis' famous clarion command at Buena Vista, "Stand Fast", and below it the phrase of no less important meaning to those with Confederate ancestors, "Our Heritage". The whole is encircled with a hero's wreath of laurel leaves in gold.

The purposes of the Medal are clearly set forth in the above recommendation, and in addition, the Medal should be widely used throughout the organization to the memory of Jefferson Davis. (Refer to Gen. Minute Book for prices on the Medal in gold and silver).

### MARKERS AND TABLETS

No firm has been given the right to furnish markers or tablets for the General Organization and its Chapters. However, for convenience a few firms are listed:

Newman Brothers, Inc., 660 West Fourth St., Cincinnati, Ohio.  
United States Bronze Sign Co., 476 Broadway, New York, N. Y.  
Lamb Seal and Stencil Co., 824-13th St., N.W., Washington, D.C.  
Puget Sound Stamp Works, 120 Marion St., Seattle, Wash.  
Brakmeier Brothers, 112 South Fourth St., Louisville, Ky.  
Wilkerson and Nutwell, Fresno, California.  
Pacific Coast Brass Foundry, 251-59 Second St., San Francisco, California.

### OFFICIAL SASH AND RIBBON

The official ribbon of the United Daughters of the Confederacy is of grosgrain silk, one and one-fourth inches wide, composed of three stripes, alternating red, white, and red.

The ribbon for the President-General is to be worn about the neck with the President-General's insignia pendant from a yoke of ribbon, but nevertheless a yoke, emblematic of the service to be rendered the United Daughters of the Confederacy and of the acceptance of the grave responsibilities devolving upon the chief executive of the great organization.

The ribbon or sash worn by General Officers other than the President-General is of satin, two and one-half inches wide composed of three stripes alternating red, white, and red. This ribbon is worn from the right shoulder, crossing the breast, and fastened on the left side. It is worn only during term of active office.

A six inch double length of ribbon such as worn by them while in office may be worn by Ex-General Officers at all affairs connected with the organization.

The ribbon worn by the Ex-Presidents-General is of red watered silk, two and one-half inches wide, with two small white stripes and wider white stripes bordering either side. It is worn in the same manner as those of all other officers other than the President-General.

The ribbon worn by General Honorary Presidents, is of red grosgrain silk, two and one-half inches wide, bordered on either side with a white stripe.

The ribbon worn by Division Presidents is the official ribbon worn from the right shoulder, crossing the breast, and fastened on the left side.

The ribbon worn by Ex-Presidents of Divisions is of white watered silk with red stripe down the center of the ribbon with a smaller red stripe bordering either side. It is the same width as the ribbon worn by Division Presidents, viz., one and one-fourth

inches. This ribbon is not to be worn in General Conventions, but only in the Division of which the wearer was a President. It is worn in the same manner as Division President's ribbon, from the right shoulder, crossing breast, and fastened on the left side.

Presidents of Chapters where there are no Divisions, shall wear the official ribbon, arranged as an epaulet, on the left shoulder.

#### How and When To Wear the Official Sash and Ribbon

The Sash or Ribbon worn by officers must be worn in a uniform manner, that is, over the right shoulder and under the left arm. It is worn by them on strictly formal occasions.

It should not be worn over a top coat but may be worn over a suit coat.

The sash or ribbon may be worn at chapter, division or General meetings, but strictly on official occasions. The Ex-Division President's ribbon is worn only in her Division.

It is suggested that it not be worn while attending a funeral, a Memorial Service, or placed upon a deceased member.

It is recommended that it not be worn on the street.

General Officers, Ex-Presidents General, Honorary Presidents of General, and Division Presidents may wear their ribbons for U.D.C. Dedications.

#### PARLIAMENTARY AUTHORITY

The Parliamentary Authority which has been established for guidance in the procedures of the Organization is "Robert's Rules of Order, Revised."

It is especially important that Chapters, Divisions and the General Organization use the same Authority, since matters of procedure are often referred to General for advice.

Likewise, Chapters refer By-Laws to the Division Committee for approval and the Divisions refer their By-Laws to the General Committee. Uniformity in Authority is essential for smoothness of operation and procedure.

#### PICTURES OF CONFEDERATE HEROES

Sizes and prices on pictures for framing for schools, libraries, etc., may be secured as follows:

Jefferson Davis—"Beauvoir", Jefferson Davis Shrine, Biloxi, Miss.

Robert E. Lee—The Lee Chapel Museum, Washington and Lee University, Lexington, Virginia.

"Stonewall" Jackson—The Jackson Memorial Foundation, Lexington, Virginia.

#### POLICIES

**U.D.C. DOLLARS.** As adopted at the 1952 General Convention, "All funds contributed to the U.D.C. shall be used only for the projects and purposes of the organization." The slogan, "U.D.C. Dollars for U.D.C. DOINGS."

Accordingly, General, Division, and Chapter funds are not to be used for any but U.D.C. business and projects. Other contributions should not be included in reports and shall not be considered in the judging for awards.

*Funds of the General Organization* shall be deposited in the name of the United Daughters of the Confederacy — NEVER to the account of any officer, chairman or individual member. This assures that all funds will be properly accounted for.

*Before Announcing Awards or Prizes* to the membership, donors shall send checks for same to the Treasurer General.

*Per Capita Quotas* shall be based on membership of the Division or Chapter at time of adoption of a project. Divisions shall be held responsible for payment of quotas by Chapters.

*Division and Chapter Projects* should not be undertaken which will be so burdensome as to endanger full cooperation in General projects. A balanced program should be planned to include first, the obligations to the General Organization.

*Carrying Members in Arrears* for more than one year is not considered advisable or ethical. During that year, Chapters and Divisions should assume all obligations arising from carrying a member who has failed to meet her own obligations.

In special cases, the By-Laws provide for an Honorary Membership. (Refer—Gen. By-Laws—4.01-C).

*It Has Long Been A Precedent* that outgoing Division Presidents should have the privilege of giving reports at the Annual General Convention.

*In Accordance with Rule No. 14 of the Survey Report* adopted at the Biloxi Convention, Chapters of a state where there is no Division shall combine their reports, rotating chairmanship or the reader, each year, thereby presenting to the General Convention on Presidents' Evening only one report as the Divisions do. (p. 20—1952 Gen. Minutes).

*It shall be strictly prohibited* for Divisions, Chapters, or members to participate in political activities in the name of the United Daughters of the Confederacy.

*Furnishing the roster of the United Daughters of the Confederacy*, of a Division, or of a Chapter to another organization or to an individual to be used for the purpose of creating interest

in, or soliciting funds for other work than that of the United Daughters of the Confederacy, is positively prohibited.

Affiliation with other organizations is prohibited. Chapters may, however, cooperate with local groups in promotion of those projects in accordance with the purposes of the General Organization.

Affiliation is interpreted to mean becoming a member of any group whose by-laws bind the action of the Chapter and where payment of dues or contributions to such organizations is required.

Candidates for General Office shall not make announcements to the membership until after the adjournment of the preceding Annual Convention before the Convention at which election is to be held.

*Official Rulings and Policies.* The President General should be consulted when in doubt about Rulings and Policies.

General Officers and Chairmen should confine remarks to their respective departments unless requested by other General Officers or Chairmen to represent them.

## REPORTS

Reports should concisely present facts, progress, or recommendations. They are usually written in the third person.

Sentences and paragraphs of a report for printing should be arranged in a manner to appeal to the reader. Too long sentences or paragraphs are often misleading, and do not gain the desired attention.

Division Officers and Chairmen should make reports to the corresponding General officers and Chairmen at specified times.

Likewise, Chapter officers and Chairmen should report to the corresponding Division Officers and Chairmen.

Every Chapter Officer and Committee Chairman should render typewritten reports of the work of her office or chairmanship at the Annual Meeting of the Chapter.

Every Officer should deliver to her successor a copy of her report, books and papers belonging to the office within two weeks after the new officer is installed. She should receive a receipt for same.

## RULES FOR JUDGING DIVISION REPORTS

1. Reports of Divisions and Chapters where no Division shall be submitted to the First Vice President General by the 15th of October or they shall not be considered for judging. (Refer—3—Sec. II).

2. Reports shall be in triplicate, typewritten, double spaced, on paper 8½ by 11.,.

3. The number of members in each Division or Chapter where no Division, shall be clearly written in the upper right hand corner of the first page of the report, and the number of words in the report written in the upper left hand corner. The approved Rating Sheet shall be filled out and attached to the report. (St. Rules—Sec. A.)

4. Contributions or donations to other than UDC activities shall not be made and will not be considered for credit in judging. (Judges will be furnished, by the Business Office through the First Vice President General, with summary of receipts by Divisions and Chapters where no Division for guidance.)

5. Judges shall return reports with list of winners of awards to the First Vice President General by November 1st.

## STATIONERY

Stationery bearing the Insignia of the Organization shall not be used except for official purposes in connection with the work of the Organization.

It should never be used for writing copy for Magazine, press publicity reports, etc.

## SUGGESTIONS FOR COOPERATION WITH THE GENERAL ORGANIZATION FOR EFFICIENCY AND ECONOMY

Policies, Rules and Regulations of the General Organization have been developed through years of experience with the idea of the greatest good to the greatest number, and with the objectives of economy in time, efforts and funds.

Before writing for information, the member should read carefully the Handbook and other publications of the General Organization where most all answers are found.

All directions should be studied, letters and blanks checked before mailing to see that they are complete. Many thousands of unnecessary letters must be written and postage expended each year by Officers, Chairmen and the Business Office, because of failure to adhere to requirements.

All correspondence should be weighed before mailing — there is a penalty for insufficient postage.

WHEREVER MONEY CAN BE SAVED, IT CAN BE DEVOTED TO THE EXPANSION OF THE CONSTRUCTIVE WORK OF THE ORGANIZATION.

If all officers, chairmen, and members will become familiar with their duties and responsibilities, the efficiency, economy and progress in achievements of the organization will be greatly increased each year. The combined efforts of the whole are needed.

## WAR BETWEEN THE STATES

The Conflict (1861-1865) between the Northern States (The Union) and the Southern States which seceded from the Union to form the Confederate States has been given many names.

The official Union designation was "The War of Rebellion." Other names have been "The War of Secession" and "The War for Southern Independence." In the South, the conflict is called "The War Between the States."

The Congress of the United States used the term "War Between the States" in two measures enacted into law; one measure became Public Law 834 in 1950, and a Resolution, H. 580, was adopted by the House in 1944. The term "War Between the States" has been used in various reports on bills during the 70th, 71st, 72nd, 74th, 80th and 81st Congresses.

The name "Civil War" has also been widely accepted, no doubt because it is short. Actually the term "Civil War" is misleading and inexact. The war was not a class struggle, but a sectional combat, having its roots in such complex political, economic, social and psychological elements that it is difficult for historians to agree on all its basic causes.

The fact is that for four years the Confederacy maintained an entirely separate government (with its own currency, commerce, army and navy) and established the Confederate States of America as a separate nation.

This nation, the Confederate States of America, levied and collected revenue, enlisted its armies and issued cotton bonds which were accepted in foreign commercial marts.

Its navy, though small, fought brilliantly, and introduced with the Virginia (Merrimac) a new type of warship, the ironclad.

The Confederate Flag, "The Stars and Bars," was recognized all over the world as belonging to a nation other than the United States of America.

The "War Between the States" does not imply a war between individual states. The noun, "States," is used in its collective sense. The official titles of the contending parties during the conflict were the "United States" and the "Confederate States."

Therefore, since the war was between two groups of states, the United States and the Confederate States—two separate nations—the most exact name for the great conflict of the 1860's is "The War Between the States."

## WILLS

It is suggested that members give consideration to bequests to the organization and use their influence with friends to do likewise.

Gifts through one's will may be small or large—silver, furniture, books or a sum of money, etc., dedicated to a project or purpose.

One of the very interesting bequests to the General Organization was made by a UNION soldier, Hector W. Church of Oxford, N. Y. in 1920 and reported at the Asheville, N. C. Convention.

His great respect for and desire "in perpetuating the fame of four Southern heroes: Jefferson Davis, Robert E. Lee, John B. Gordon, and Jubal A. Early," caused Mr. Church to leave his fortune to establish annual scholarships to their memory.

The great tribute and faith expressed in Mr. Church's action toward the UDC in 1920 has been justified through the years in the handling of his funds bequeathed for an endowment. The organization has gone beyond the requested duty by establishing a Memorial scholarship to Mr. Church. The combined endowment is now \$40,000.00.

No finer memorial can be found for one's forbears than a continuing dedication after a member can no longer personally serve the organization and its cause.